

MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY 12 DECEMBER 2019

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

In attendance: K Mann (Advisor to Council)

The meeting was recorded on behalf of the Council.

80. **To receive apologies for absence from members and to consider the reasons for absence**

None

81. **Declarations of personal and/or disclosable pecuniary interests from members**

Cllr Bawden declared an interest in item 90.3 - Angram Bank Youth Club.

RESOLVED: That Cllr Bawden would leave the meeting when item 90.3 was discussed.

82. **To identify items for discussion which may require the exclusion of the press and public**

Items 88 onwards would be considered in confidential session.

83. **Minutes of the previous meeting of the Finance & Premises Committee held on the 13 November 2019 for information.**

The committee noted the minutes.

RESOLVED: That the minutes of the previous Finance & Premises Committee held on the 13 November 2019 be noted.

84 **Accounts**

84.1 **Income and Expenditure Report and Bank Reconciliation**

The new income and expenditure report format was clear and much easier to understand. The advisor was asked to provide a breakdown and balance of the grants awarded this current year and also a breakdown of the archiving project costs to date for the next Finance & Premises meeting on the 23 January 2020.

RESOLVED: That

- i) the Income and Expenditure and Bank Reconciliation reports be noted;**
- ii) a breakdown and balance to date of the grants awarded 2019/20 be provided to the next Finance & Premises meeting on the 23 January 2020; and**
- iii) a breakdown and balance to date of the archive project costs 2019/20 to be provided to the next Finance & Premises meeting on the 23 January 2020**

84.2 **Community Infrastructure Levy (CIL) Annual Report to Sheffield City Council**

The CIL annual report was considered. It was agreed to send off the report to Sheffield City Council. The Advisor updated that they were checking whether the parish council was due any S106 funding and an update would be provided to Council on the 9 January 2020.

RESOLVED: That

- i) the CIL Annual Report be approved and send to Sheffield City Council;**
- ii) the advisor to council chase Sheffield City Council for an update on outstanding S106 funding**

84.3 Chairman's Chain – Ingots

A deposit of £167.75 was paid and the balance outstanding of £100.00 will be paid upon collection of the ingots. Once these ingots are placed on the chain then a new chain would need to be purchased 2019/20. The Ceremonial Chain and a glass display cabinet should be discussed at the next Council meeting.

RESOLVED: That the Chairman's Chain and glass display cabinet be considered at the Council meeting on the 9 January 2020.

85 **Budget and Precept 2020/21**

Councillors discussed the Scottish Widows Bank - capital investment and balance of £144,841.46. It was agreed that the following would be taken from this capital reserve:

- Refurbishment of the community centre - £25,000
- Defibrillator cabinets - £2,500
- David Chadwick Centre - £40,000

After these allocations the balance would be £77,341.46 in the Scottish Widows Bank Account.

It was suggested that at Year End the balance in the general reserves be moved into the Unity Trust Current Account.

The proposed budget spreadsheets were discussed, by heading. The Advisor was asked to record some of the votes as follows;

- Grants - £45,000 proposed Cllr Guest, seconded Cllr Swift – 6 councillors approved, Cllrs Ogle and J Brownrigg voted against the proposal.
- Cllr Ogle abstained from voting on the budget for the toilets, election costs, defibrillators, contingency and salaries
- Cllr Bowden abstained from voting for the increase to Chapelgreen Advice Centre from £7000 - £9000 a year.
- Cllrs Guest, Housley and Bowden abstained from voting on the Community Liaison function

The potential sites for the new defibrillators would be discussed at the next Finance & Premises meeting on the 23 January 2020.

Cllr J Brownrigg left the meeting at 8.30pm

The final proposed budget for 2020/21 would be £275,300 and the proposed precept would be £263,622 plus £4,113 of Council Tax Support Grant.

The Advisor would update the final proposal spreadsheet and circulate it to all members of the committee in attendance by email for checking before being presented to Council on the 9 January 2020.

RECOMMENDATION TO COUNCIL: That

- i) the proposed budget for 2020/21 from Finance & Premises Committee is considered and the precept notification be sent to Sheffield City Council by mid January 2020 as requested; and**
- ii) at Year End any funds left in the General Reserves be transferred into Unity Trust Bank Account**

86 Asset Register and Inventory Register

The asset register was considered and the layout and information was agreed.

RESOLVED: That the Asset Register 2019/20 be approved

87 Policies Review

Expenses Policy

The expenses policy was considered. It was agreed that the reimbursed rate of £18.00 per month for heat, light and electricity whilst any staff were working from home, be included in the policy and the policy be adopted.

RECOMMENDATION TO COUNCIL: That the Expenses Policy include a reimbursement rate of £18.00 per month to the Clerk when they work from home.

The committee approved the motion to discuss confidential matters in private.

88. Confidential Matters

89. Contract Update

89.1 The list of current contracts were reviewed by the committee. The contract for Talk Talk was renewed in July 2019 so the review date should be July 2021. 1st Call Com is out of the contract – 3 quotes are needed for the new telephone service/maintenance contract and/or replacement telephone system due to the increased out of contract maintenance costs.

Resolved That

- i) the contracts list provided be noted;**
- ii) three quotations for the telephone system, including the service/maintenance contract that is currently with 1st Call Com be brought back to the next Finance & Premises meeting to be held on the 23 January 2020.**

89.2 Current IT Provision and renewal of the service contract had been considered by Council. The hourly rate for the current contractor is £38 per hour to service the PC's and to check that the information is backed up properly. The renewal will be deferred until the new IT equipment is considered at the next Council meeting.

Resolved: That

- i) the IT service contract with the current contractor continues on an hourly rate basis until the new IT equipment is in place and the service contract would be considered once the new equipment is installed; and**
- ii) The quotations for new IT equipment be provided to the next Council meeting on the 9 January 2020**

90. Grant Funding

The committee considered submitted grant applications as follows:

90.1 St Marys Playgroup grant application for £287.70

90.2 Paces Sheffield grant application for £2,796.00

90.3 Angram Bank Youth Club grant application for £1,673.37

Councillor Bawden left the meeting whilst the discussion regarding the Angram Bank Youth Club took place.

It was agreed that all the grant applicants be invited to attend the Finance & Premises committee meeting in future.

RECOMMENDATION TO COUNCIL: That

- i) all the grants be approved; and**
- ii) all grant applicants be invited to attend the Finance & Premises meeting in future and be given 10 mins to present to the committee**

91. Closure of the meeting and dates of future meetings.

The Chair thanked all for attending. The Chair resigned from the role of Chair but wished to remain a member of the committee. The first item on the agenda for the next meeting would be to appoint a Chair.

The date of the next meeting is 23 January 2020