

## **MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON WEDNESDAY 13 NOVEMBER 2019**

Present were Councillors: D Ogle (Chair), 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.

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

Apologies were received from Councillor Paul Swift.

**RESOLVED: That the reason for the apology was accepted from Councillor Paul Swift**

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

None

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

Items 75 onwards would be considered in confidential session.

72. **Minutes of the previous meeting of the Finance & Premises Committee held on the 10 October 2019 for information.**

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

73. **Accounts**

73.1 **Financial Strategy Review**

The Draft Financial Strategy was discussed. It was agreed to add a new heading, Donations and the agreed £250.00 annual donation to British Legion, £150 to the In Bloom Groups for the Christmas tree and lights annual donation and £350 to the Primary Schools for their Christmas donation would be included in the Financial Strategy as Ear Marked Reserves.

The David Chadwick Fund would also have its own heading within the document.

**RESOLVED: That the Draft Financial Strategy be updated and presented to Council on the 5 December 2019.**

73.2 **External auditors report**

**RESOLVED: That the External Auditors report be noted.**

### 73.3 **Bank Reconciliation Report**

**RESOLVED: That the bank reconciliation report be noted.**

### 73.4 **Budget v Spend Income and Expenditure Rialtas report**

The committee received the Rialtas report and noted the information within the report for April – October 2019.

**RESOLVED: That the Income and Expenditure Report be noted.**

### 73.5 **Budget reports 2020/21**

The committee considered the reports of the advisor and a discussion took place about the current budget to Quarter 2 figures and predicted year end figures.

The committee considered the draft budget for 2020/21 and the spreadsheet provided by the advisor. The spreadsheet would be updated and circulated, by post, to all the committee members for them to confirm the figures were accurate. Once confirmation was received then the draft budget 2020/21 would be put forward to Council on the 5 December 2019.

**RESOLVED: That the draft budget 2020/21 would be provided to Council on the 5 December 2019.**

### 73.6 **Precept notification and update from Sheffield City Council**

Sheffield City Council need an indication of the Precepts by mid-December 2019 and final figures by mid-January 2020.

The notification from Sheffield City Council was considered and it was agreed that Council would work towards providing the information to Sheffield City Council by mid-January 2020.

It was noted that Sheffield City Council had asked for an annual report for CIL funding that had been received this financial year. The report needs to be completed and returned before 31 December 2019.

**RESOLVED: That the precept notification and CIL annual report update be noted and the responses to the City Council be provided within the given deadlines.**

### 73.7 **Fees and charges for 2020/21 from Rialtas**

The fees for providing support and maintenance for the accounts software would be £172.00 per annum.

**RECOMMENDATION TO COUNCIL: That the cost for the accounts software support and maintenance of £172.00 per annum be approved for 2020/21.**

## 74. **Policies Review**

### 74.1 **Asset Register and Inventory Register**

The Asset and Inventory registers are currently being updated and they would be presented to the next Finance & Premises Committee meeting.

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

#### 74.2 Amendments to the Financial Regulations

A discussion around the Grant wording in the Financial Regulations would be discussed with the Grants Working Group and the new Grants Policy would be provided to Council in February 2020.

**Resolved: That the Grants Policy be considered by the Grants Working Group and brought to Council in February 2020 for adoption.**

The committee approved moving to discuss confidential matters in private.

#### 75. Confidential Matters

#### 76. Contract Update and IT Provision

76.1 Current IT Provision and renewal of the service contract (due December 2019) and report from the current supplier.

**RESOLVED: That the committee agreed to defer this item until 5 December Council meeting for consideration.**

76.2 Replacement of IT equipment in the Council office

**RESOLVED: That the committee agreed to defer this item until 5 December Council meeting for consideration.**

#### 77. Grant Funding

The committee considered grant applications and recommended to Council as follows:

**RECOMMENDATION TO COUNCIL: That the following grants be approved**

- Windmill Hill Primary School Christmas Grant of £350.00 under the Local Government Act 1972, s137;
- Chapeltown Musical Theatre Society Grant of £1,200 under the Local Government Act 1972 s145 (1) (b);
- Heritage High Green Grant of £273.95 under the Local Government Act 1972 s137;
- Thorncliffe Art Group of £1,000 on the understanding that they get the public liability insurance in place as soon as possible under the Local Government Act 1972 s137;
- Chapeltown Athletics U8s Grant of £2,500 under the Local Government Misc Provision Act 1976 s19 towards the athletic clubs kit;

77.8 A Grant Monitoring form has been received from Ecclesfield Conservation Group. They had received the VAT back from HMRC and returned the monies to the Parish Council.

**RESOLVED: That the update from Ecclesfield Conservation Group be noted.**

78. **Staffing Update**

- 78.1 The Staffing report and breakdown of cost predictions at year end were considered and the figures included in the budget setting spreadsheet that would be updated and provided to Council on the 5 December 2019.

The pension scheme parish council contribution can be negotiated for 2020/21 as the current 3-year scheme comes to an end on the 31 March 2020. The Advisor would contact South Yorkshire Pension Authority and update council on the process for amending the pension contribution.

**RESOLVED: That the staffing projected costs 2020/21 and pension contribution costs be provided to Council on the 5 December 2019.**

79. **Closure of the meeting and dates of future meetings.**

The Chair thanked all for attending. The date of the next meeting is 12 December 2019 at 6.30pm.

- 79.2 The committee considered the dates for 2020 January – April 2020 meetings as follows, all commencing at 6.30pm:

**23 January 2020**  
**20 February 2020**  
**19 March 2020**  
**16 April 2020**