

MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY 13 FEBRUARY 2020

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

In attendance: K Mann Advisor to Council and members of the public presenting grants

The meeting was recorded on behalf of the Council.

Presentations from the Thursday Craft Group. The representatives updated that the Group has been meeting for approx. 10 years in the community room. They need Public Liability insurance and the Group needs help to cover the cost of rent. The Group has never applied for a grant before. The Group provide social contact for people which helps alleviate loneliness and provide a support network to others. They check up on people when they are missing and help each other. They share their interest and disseminate their knowledge. The Group currently has 8 members and they advertise on the Council website and flyers are in the area. Maximum numbers for the group would be 12 and they charge a subscription of £2.00 per week.

The representatives were thanked by the Chairman for attending and they were informed that the Council would provide there decision at the next Council meeting.

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

Councillor V Bowden provided apologies due to ill health.

RESOLVED: That the apology be noted and the reason for absence be approved.

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

None.

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

RESOLVED: That from item 121 on the agenda items would be discussed with the exclusion of the press and public.

113. Minutes of the Finance & Premises Committee meeting held on the 23 January 2020 for information.

RESOLVED: That the minutes from the previous meeting be noted.

114. To receive an update on the Accounts of Council

114.1 The committee considered the Income and Expenditure Report and Bank Reconciliation provided by the Advisor, up to January 2020.

RESOLVED: That the Income and Expenditure report and bank reconciliation reports be noted.

- 114.2 The committee considered the updated actual and prediction budget v spend analysis reports for Q3 and prediction up to Year End 2019/20 provided by the Advisor to Council.

A discussion took place with regard to the figures provided. It was suggested that the IT equipment approved by Council be purchased. The cost of the equipment be taken from the Scottish Widows Bank Account as they are Capital items. A letter would be sent to Scottish Widows Bank requesting the funds.

RECOMMENDATION: That the IT Equipment for the Council Office be purchased from the Scottish Widows Bank Account.

115. The Committee received the Yorkshire Internal Audit report for Year End for 31 March 2020 for Ecclesfield Parish Council for consideration.

RESOLVED: That the Internal Auditors report be noted.

116. **SYPA - Pension Contributions consultation update**

The committee felt that the surcharges, if the Parish Council do not pay by DD, was outrageous and that SYPA had not used the consultation process correctly. An annual update from SYPA be requested as currently they informed the Council that there is a surplus in the Ecclesfield Parish Councils' pension 'pot' however the committee were concerned that as there is a new member of staff due to join the Council team in 3 years' time there may be a deficit.

The current staffing budget 2020/21 is £82,000 – should there be an underspend in 2020/21 this would be Ear Marked for future Employers Pension Contribution to cover any deficit.

RESOLVED: That

- i) **The update be noted and a letter be sent to SYPA regarding the consultation of payments by Direct Debit and the surcharge that may be incurred if a Parish Council does not pay by Direct Debit;**
- ii) **To request an annual update from SYPA to ensure the 'pot' remains in a surplus state; and**
- iii) **Any overspend in the Staffing Budget for 2020/21 be Ear Marked for future Employers Pension Contribution deficit.**

117. **Parish Council buildings**

- 117.1 The Advisor to Council updated that deadline for the quotations for the fire alarm is the 1 March 2020 and they will be provided to the next meeting.

RESOLVED: That the update be noted and the quotations be considered at the next Finance & Premises Committee meeting.

- 117.2 Community Room Refurbishment – the plans were provided to Council on the 6 February 2020 and had been previously circulated to all councillors. The committee visited the community room prior to the meeting commencing and a discussion took place with regard to the refurbishment suggestions provided.

It was agreed to send out a specification letter to contractors. The works would include:

- Removal of the wall to the kitchen and the toilets
- new windows
- removing the cladding and flooring
- a new kitchen
- a new disabled toilet facility
- electrical works to the main room
- storage to the main room

The draft specification letter to be brought to the next Finance & Premises committee meeting to be approved.

It was suggested that An Awards for All funding application could be completed for the refurbishment of the Community Room. If the funding application was successful additional works to the outside of the room could be included in the refurbishment, improved car parking facilities and other works may be considered. It was agreed to put the new plans on the walls in the Community Room and ask groups for feedback.

It was agreed to arrange a meeting to discuss future council projects and a date / time for the meeting needs to be provided.

RESOLVED: That

- i) **The Advisor to Council to provide a draft specification to be completed for the next Finance & Premises Committee meeting;**
- ii) **The draft plans be put on the walls in the Community Room and a comments sheet be provided for groups to add their comments; and**
- iii) **To arrange a meeting for all councillors to discuss ideas and projects**

117.3 The committee reviewed the Community Room Booking Form. It was felt that the current form was fit for purpose. All the groups using the room should have public liability insurance in place.

It was suggested that a councillor surgery or informal meeting be organised for groups and residents to come and ask for advice or support with grant applications. There is funding available to lots of groups that they can be signposted to and this would help the groups become sustainable. Designate a day for councillors to come and help the local community in the council chamber. Support new groups to get started. Consult with the groups as to what they need, give advice and support, mini-consultation.

RESOLVED: That the room booking form is fit for purpose and no changes need to be made.

RECOMMENDATION TO COUNCIL: That a Councillor Surgery be arranged for groups / organisations or members of the public to attend to speak to a councillor and get support in writing funding applications or advice on any other topic.

117.4 The committee considered applying for Lottery Funding – Awards for All towards the refurbishment costs of the Community Room.

RESOLVED: That the Advisor or Clerk applies for awards for all grant funding for supporting the refurbishments to the Community Room.

118. **Internal Control Checklist**

Councillor Ogle provided a verbal update after his Internal Control check and visit to the office. He felt that everything that was in place with regards to finance and policies/procedures was excellent and he signed the checklist accordingly.

RESOLVED: That the update be noted.

119. **Grants**

- 119.1 A draft Grants Policy was provided by the Grants Policy Working Group for the committee to consider. The committee considered the draft policy provided. It was felt that some of the information provided at the working group meeting was not included. A discussion took place with regards to the way the grants funds are allocated.

RECOMMENDATION TO COUNCIL: That the draft grants policy provided be approved by Council

- 119.2 To receive an update on the Grants Budget 2019/20 including the prediction to Year End.

RESOLVED: That the update be noted and the update be provided to Council on the 5 March 2020.

- 119.3 The committee considered applying for a grant from the War Memorial Trust who provide funding (75% of eligible costs with a normal maximum grant of £30,000) for repair and conservation projects. Sheffield City Council had completed some work on the Chapeltown Memorial. It was agreed that Councillor Ogle look into what the Council could provide to commemorate people that had lost their lives in a war post WW2. Councillor Ogle will lead on this project and provide further information to the April Finance & Premises Committee meeting.

RESOLVED: That Councillor Ogle provide a report on a new project for the Council to consider ways to commemorate people that have lost their lives in a war post WW2.

120. **Chapeltown Markets**

The update on the Chapeltown Market site and future possibilities be deferred to the next Finance & Premises committee meeting.

RESOLVED: That the Chapeltown Market update be deferred to the next Finance & Premises Committee meeting.

121. **Confidential Matters**

The committee agreed a motion to discuss the following items on the agenda in confidential session.

122. **Contract Update**

122.1 Townsweb Archiving Contract

The Advisor to Council updated that contract commenced on 19 March 2013 for 60 months. The contract, section 8.1 states that termination of the contract must not be less than 6 months and notice must be in writing.

Townsweb run the current website. The Advisor was asked to find out who owns the domain and hosts the website. A member of staff, now left, uploaded all the information onto the website. It is believed that the Council currently pay for 5 or 6 licences – only use 2 licences need a maximum of 4 licences in the future. The Advisor to write to Townsweb for clarification on points discussed and to ask that the contract be renegotiated.

RESOLVED: That

- i) **The Advisor to Council write to Townsweb for clarification on who owns the domain name, hosts the website and how many licences are held by the Parish Council; and**
- ii) **A review and renegotiation of the contract be completed with an update to the next Finance & Premises Committee meeting.**

122.2 Gas Contract for the Council Office and Community Room

Three estimates were provided for gas services and the Council have a contract with Gasprom making an approx. saving of £50.00 per quarter for the Council office and £20.00 per quarter for the Community Room.

RESOLVED: That the update be noted.

123. **Chairman's Chain and Cabinet**

The committee considered the report providing costs for replacement chains and the cost for a display cabinet.

Photographs were provided of the types of chains from three different suppliers. A photograph and cost for a display cabinet was also considered at a cost of £185.00. £2,800 Fattorini max depending on the cost of the gold. Cabinet Perspex Acrylic display case on plinth, wood style at a cost of £185.00.

RECOMMENDATION TO COUNCIL: To purchase the new chain from Fattorini at a cost of £2,800 and wood effect display case from display UK at a cost of £185.00.

124. **Grants Funding**

124.1 Chapeltown Athletic Football Club – U8s grant application feedback

A discussion took place with regard to the grant provided to the Football Club U8s. Correspondence had been received asking for the cheque to be made payable to an individual not the club. The Council can only provide funding to organisations, not to individuals. The cheque had since been cashed at the bank. The Advisor was asked to write to the Group to request copies of the invoices for the U8s kit which was what the grant was provided for. Also to ask the bank for a copy of the cheque sent to the Football Club to ascertain how the cheque had been cashed.

RESOLVED: That

- i) A letter be sent to Chapeltown Athletic Football Club – U8s to ask for a copy of the invoices for the kit and to remind the applicant that cheques can only be made out to organisations, not individuals.**
- ii) If the club do not provide copies of the invoices then the Council request the funds be returned; and**
- iii) The bank be contacted to confirm how the cheque was banked and paid out and whether it went into a private bank account.**

124.2 The committee considered the following grant applications submitted for funding:

- Thursday Craft Group – grant requested at a cost of £772.00
- North Sheffield History Group – grant request at a cost of £300.00

RECOMMENDATION TO COUNCIL: That the Thursday Craft Group be awarded £437.00 for 50% of the grant application for rent and pay the Public Liability insurance costs from the Grants Budget 2019/20 - S137; and

RESOLVED: That the North Sheffield History Group present their grant application to the next Finance & Premises Committee meeting.

124.3 St Mary's Playgroup have provided the Council with a grant monitoring form

RESOLVED: That the update from St Mary's Playgroup grant monitoring form be noted.

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

The meeting closed at 9.05pm and the Chair thanked everyone for attending. The next meeting dates are:

12 March 2020 at 6.30pm
16 April 2020 at 6.30pm