



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

TO ALL MEMBERS OF THE FINANCE AND PREMISES COMMITTEE

7 February 2020

Summons

Dear Sir / Madam,

You are respectfully summoned to attend the next meeting of the Finance and Premises Committee on **Thursday 13th February 2020 at 6.30pm** at the Council Offices, Mortomley Lane, High Green.

Recording meetings

You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow the Parish Council's protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record should let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

Public Participation

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence.)

Yours sincerely

Cllr T Bawden
Proper Officer to the Council

Councillors: T. Bawden (ex officio), Mrs V Bowden, J Brownrigg, Mrs K Guest,
J Housley, G Lakin, D Ogle, P Swift.

FINANCE & PREMISES COMMITTEE
AGENDA 13 FEBRUARY 2020

- 110. **To receive apologies for absence from members and to consider the reasons for absence**
- 111. **To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting**
- 112. **To identify items for discussion which may require the exclusion of the press and public**
- 113. **Minutes of the previous meeting held on the 23 January 2020 for information.**
(Pages 4 to 9 attached)
- 114. **To receive an update on the Accounts of Council**
 - 114.1 To receive the Income and Expenditure Report and Bank Reconciliation up to January 2020 (Pages 10 to 13 attached)
 - 114.2 To receive the updated actual and prediction budget v spend analysis reports for Q3 and prediction up to Year End 2019/20 (Pages 14 to 18 attached)
- 115. To receive the Yorkshire Internal Audit report for Year End for 31 March 2020 for Ecclesfield Parish Council. (Pages 19 to 22 attached)
- 116. **Pension Contributions consultation update**

South Yorkshire Pension Authority provided a schedule (Appendix 1) with details of penalties should the Parish Council not pay the monthly contribution by Direct Debit. Employers would not have an option unless they are willing to pay a penalty. Employers contribution would not be taken from the 1 April 2020. (Page 23 attached)
- 117. **Parish Council buildings**
 - 117.1 The deadline for the quotations for the fire alarm is the 1 March 2020 and they will be provided to the next 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. To consider a specification for the works to the Community Room.
 - 117.3 Community Room Booking Review (Pages 24 to 29 attached)
 - 117.4 To consider applying for Lottery Funding – Awards for All towards the refurbishment costs of the community room.
- 118. **Internal Control Checklist**

To receive a verbal update from Councillor Ogle after their visit to the office.

119. Grants

- 119.1 To consider the Draft Grants Policy provided by the Grants Policy Working Group (Pages 30 to 31 attached)
- 119.2 To receive an update on the Grants Budget 2019/20 including the prediction to Year End. (Pages 32 to 33 attached)
- 119.3 To consider 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 (Pages 34 to 36 attached)

120. Chapeltown Markets

To receive an update on the Chapeltown Market site and future possibilities.

121. Confidential Matters

122. Contract Update

122.1 Townswest Archiving Contract

The 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. (Pages 37 to 51 attached)

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.

123. Chairman's Chain and Cabinet

To consider the report providing costs for replacement chains and the cost for a display cabinet. (Pages 52 to 53 attached)

124. Grants Funding

- 124.1 Chapeltown Athletic Football Club grant application feedback
- 124.2 To consider the following grant applications submitted for funding available on the Councillors secure page of the Website and on the G Drive for councillors to log in using their username and password:
- Thursday Craft Group – grant requested at a cost of £772.00
 - North Sheffield History Group – grant request at a cost of £300.00
- 124.3 St Mary's Playgroup have provided the Council with a grant monitoring form
- 125. Closure of the meeting and dates of future meetings.**

12 March 2020 at 6.30pm

16 April 2020 at 6.30pm

Council Offices Mortomley Lane SHEFFIELD, S35 3HS

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www.ecclesfield-pc.gov.uk

MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON THURSDAY 23 JANUARY 2020

Present were Councillors: D Ogle (Chair), J Brownrigg, G Lakin, K Guest, V Bowden and C Lavery (substitute for Cllr Housley)

In attendance: K Mann Advisor to Council, L Tickle Admin Officer and members of the public presenting grants

The meeting was recorded on behalf of the Council.

92. Appointment of Chairman

Councillor Ogle chaired the meeting and the committee received the update from the Advisor that Council appoint the Chairman of the Finance & Premises Committee. The Advisor was asked to clarify what were Standing Committees and the legislation regarding Standing Committees.

RESOLVED: That the Chairman of the Finance & Premises Committee be appointed at the Council meeting to be held on the 6 February 2020.

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

Councillors J Housley, T Bawden and P Swift provided their apologies.

RESOLVED: That the apologies be noted and the reasons for absence be approved.

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

None

94. Grant Presentations

Three groups attended the meeting to provide updates to the committee members on their applications.

Thornccliffe Tennis Club

Representatives from Thornccliffe Tennis Club provided an update to the meeting. The grant is for equipment, to provide new equipment, and the aim was to get the coaching programme running once again in the Spring. The club is currently losing 10 members per year. Get more people involved and do an open day in Spring for people to give tennis a try. The grant would help people sign up to the coaching programme to keep costs down for them as there are lots of families that don't have the money to pay for the coaching. Membership - 75% are over 50, few youngsters through, coaching to go into schools too, involve the local press to encourage people to the tennis courts. The club is a member of the Sheffield and District League. The group received £65 last year from SCC through the Parks from bookings when people have used the courts.

The Chair thanked the representatives for the update on the Club. The representatives left the meeting.

Friends of Grenoside Green

Representatives from the Friends of Grenoside Green provided an update to the meeting. The Green is in the middle of the village, the council closed the library, kept the green from being developed on, the Friends maintain the green for the village. Great views from the green area. Opened the green in 2007, looking tired and needed to be replanted, decided to do a Bee Friendly Green. It has been very successful and ongoing to plant the green area. School children came and saw all the bees. 3 sculptures are already on site. The Friends group now want to celebrate what they have done to help the bees by putting a sculpture on top of the stone that is already in place. Real focal point and school children will be able to see it. The plants are given through private funding or the community fund from Tesco. The group have also received funding from the city Council's ward pot. The Parish Council provided some funds 4 or 5 years ago. Whole project is run from grant funding. Bee box installed, not a beehive. They publicise the Green in Grenoside News and write updates in the magazine, noticeboard on the Green and four information boards in different locations. The Bee Sculpture proposed would be 1m long, same size as the stone. The group would be happy to have a plaque added to the sculpture if it is approved by Council, that Ecclesfield Parish Council provided the funding for the sculpture.

The Chair thanked the representatives for attending the meeting and they left the meeting.

Chatty Crafters

Representatives from Chatty Crafters provided an update to the meeting. The grant application would allow the group to pay the rent for the community room, and to get some public liability insurance. The group is for the local community to work on crafts, disabled people attend, they encourage men to join the group, very friendly and meet every Tuesday. 9 people in the group currently however they have had up to 12-15 members previously. The group helps with loneliness, they promote the group at the WI and other places members attend. No funding from anywhere else. Small group, self funding, numbers dwindled, rent more and want public liability insurance. Cannot continue under these circumstances.

The Chairman thanked the representatives for attending and they left the meeting.

RESOLVED: That a decision on whether to approve the grant applications would be made under confidential matters.

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

Items 106 put into private session, moved up the agenda to be discussed in public session.

96. **Investments**

The committee considered the council's current investment with Scottish Widows Bank. A discussion took place around investing with CCLA Property Fund. It was agreed to discuss the investment with CCLA once again in April 2020.

RESOLVED: That the CCLA Property Fund be considered at the Finance & Premises meeting in April 2020.

97. **Minutes of the previous meeting of the Finance & Premises Committee held on the 12 December 2019 for information.**

The committee received the minutes of the previous meeting held on the 12 December 2019.

RESOLVED: That the minutes from the meeting held on the 12 December be noted.

98 **Accounts**

98.1 **Income and Expenditure Report and Bank Reconciliation**

The Advisor to Council provided an income and expenditure report up to the 31 December and bank reconciliation for the Current Bank Account and the Imprest Bank Account.

RESOLVED: That the reports and bank reconciliations be noted.

98.2 List of Payments December 2019

The list of payments were considered and retrospectively approved as Council had delegated permission to the Finance & Premises Committee to approve the payments.

RESOLVED: That the list of payments from December 2019 be retrospectively approved.

98.3 Precept update 2020/21

The Advisor updated that the letter requesting the precept and Council Tax Support Grant (CTSG) had been sent to Sheffield City Council for £267,735. The City Council had questioned that the increase was almost 70% and asked if this was correct. The Advisor updated that the stated figures were correct. The Advisor was preparing the annual booklet explaining the budget for 2020/21. The Advisor was asked to contact the City Council to ask if the booklet could be delivered along with the council tax notification letter for 2020/21 to residents of Ecclesfield Parish Area. If the City Council could not do this then quotations for local leaflet distributor would be provided for Council.

RESOLVED: That

- i) **The update that the precept notification letter had been sent be noted; and**
- ii) **The annual parish booklet be costed to be circulated to all households by Sheffield City Council or another distributor.**

98.4 Grants Awarded update

The report provided showed the grants budget figure for 2019/20, a list of grants already approved and the power to spend the funds from this budget and a balance of £10,403.81 at the 31 December 2019.

RESOLVED: That the update be noted.

98.5 Archive Project Costs

The Advisor to Council provided an update on the current archive project costs. 250 calendars had been purchased and to date there were 90 copies unsold. 4,800 postcards were purchased and it is unknown how many are currently unsold.

RESOLVED: That the update provided be noted.

98.6 Chairman's Chain

A report previously circulate was considered. The cost of the cabinet would be brought to the next meeting. The new chains need prices and pictures, can the crest be made to stay on the new chain or the one in the cabinet. Photos on the table instead of emailed or printed with the agenda.

RESOLVED: That the Chairman's Chain and cabinet be considered at the next Finance & Premises meeting in February 2020.

98.7 Thorncliffe Leisure Centre

The Advisor to council updated that the payment of £16,934 had been sent and the next payment would be due on the 20 January 2021.

RESOLVED: That the update be noted.

99 Financial Strategy Review

The committee reviewed the Financial Strategy and suggested that the balance of a previous Chairmans allowance be allocated within the Financial Strategy for Defibrillators at One Stop.

RECOMMENDATION TO COUNCIL: That, subject to the additional funds from the past Chairman's Allowance being included in the Financial Strategy, the document be adopted.

100 South Yorkshire Pension Authority (SYPA)

The committee considered the direct debit consultation information provided by SYPA.

RESOLVED: That the consultation response be that the Council will pay SYPA pension contributions by bank transfer, not direct debit from the 1 April 2020.

Item 106 was discussed in public session (minuted below)

106 **Mortomley Park Play Area**

The committee considered the email and request from Sheffield City Council with regard to providing funding to refurbish the climbing frame.

The committee wanted to see the 3 quotes and consultation responses from the Parks department at SCC.

RESOLVED: That

- i) Clarification is provided after the consultation took place and a copy of the 3 quotes for the repairs/refurbishments; and
- ii) A member from the Parks Dept be invited to attend the next Council meeting on the 6 February 2020.

101 **Confidential Matters**

RESOLVED: That the committee approved the motion to discuss confidential matters in private.

102 **IT Provision**

The IT Report provided was considered and the quotations received. The committee agreed that the HP equipment was the preferred option. The current contactor be asked to install the new equipment and software and charge the hourly rate of £38.00.

RECOMMENDATION TO COUNCIL: That

- i) 3 new PC's and 2 new laptops be purchased at a cost of approx. £3,000; and
- ii) The current contractor be asked to set up and install the new PC's and Laptops at the hourly rate of £38.00.

103 **Fire Alarm System**

It was agreed to defer the update on the upgrading of the fire alarm system to the next meeting as the quotations had not been received.

RESOLVED: That the upgrading of the Fire Alarm System be considered at the next meeting of the Finance & Premises Committee.

104 **Telephone System**

A report had been circulated to the committee members. It was agreed to defer this item for discussion to the meeting of Council on the 6 February 2020.

RESOLVED: That the Telephone System report be submitted to Council on the 6 February 2020 for consideration.

105. **Grant Funding**

All the grants were considered and approved as follows:

- 105.1 Thorncliffe Tennis Club grant of £1,456.72 - Local Government (Miscellaneous Provisions) Act 1976 s19
- 105.2 Friends of Grenoside Green grant of £1,100 - Local Government Act 1972 ss111 and 137 at a cost of £1,100. It was agreed to ask for a plaque to be mounted on the sculpture showing that Ecclesfield Parish Council paid for the sculpture.
- 105.3 Chatty Crafters grant of £801.00 – Local Government Act 1972 s 144
- 105.4 Letters from grant applications previously awarded were noted.

It was agreed to have 10 plaques engraved with EPC logo and wording ready for giving to successful grant applicants in the future.

RESOLVED: That the letters be noted: and

RECOMMENDATION TO COUNCIL: That:

- i) **Thornccliffe Tennis Club be awarded £1,456.72 - Local Government (Miscellaneous Provisions) Act 1976 s19 from the Grants Budget 2020/21;**
- ii) **Friends of Grenoside Green be awarded £1,100 - Local Government Act 1972 ss111 from the Grants Budget 2020/21;**
- iii) **Chatty Crafters be awarded £801.00 Local Government Act 1972 s144 from the Grants Budget 2020/21; and**
- iv) **10 engraved plaques with Ecclesfield Parish Council name and logo be purchased from the Admin Budget 2020/21**

107 Chapel Green Advice Centre

The breakdown of item costs had been provided by the advice centre for consideration. A discussion took place around the information provided. Regular feedback should be provided with a quarterly report submitted to council.

RESOLVED: That

- i) **The breakdown provided by the Advice Centre be noted; and**
- ii) **A quarterly report be provided by the Advice Centre to the Parish Council.**

108 Staffing

The Advisor provided an update on the Employers Pension Contribution from the 1 April 2020. A further update would be provided to the next meeting.

RESOLVED: That the update be noted.

109 Date of next meeting

The date of the next meeting is 13 February 2020 at 6.30pm. The Chair thanked all for attending and the meeting closed at 9.05pm.

**Bank Reconciliation Statement as at 31/01/2020
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/01/2020	711	28,830.48
			<u>28,830.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
14/11/2019 CHQ Burncross Action Team		150.00	
26/11/2019 BACS Supake Ltd		624.00	
20/01/2020 400909 Rockingham Trophies		110.40	
20/01/2020 400908 Quick Locks		500.00	
			<u>1,384.40</u>
			27,446.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,446.08
		Balance per Cash Book is :-	27,418.59
		Difference Excluding Adjustments is :-	27.49
<u>Adjustments to Reconciliation</u>			
18/07/2019 ent twic Entered twice in error		27.49	
			<u>27.49</u>
		Unreconciled Difference is :-	<u>0.00</u>

11:51

Detailed Income & Expenditure by Budget Heading 31/01/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	155,374	155,374	0			100.0%	
1077 Council Tax Support Grant	5,141	5,141	(0)			100.0%	
1090 Interest Received	21	100	79			20.8%	
1100 Grants & Donation Received	0	500	500			0.0%	
1110 Room Hire	4,270	2,000	(2,270)			213.5%	
1120 Grenoside War Memorial	0	500	500			0.0%	
1999 Other Income	223	0	(223)			0.0%	
Administration :- Income	165,029	163,615	(1,414)			100.9%	0
4191 Professional fees	201	0	(201)		(201)	0.0%	
4215 Auditors fees	1,650	0	(1,650)		(1,650)	0.0%	
Administration :- Direct Expenditure	1,851	0	(1,851)	0	(1,851)		0
1140 Community Infrastructure Levy	(630)	0	630		630	0.0%	
4000 Staff Salary	21,140	63,000	41,860		41,860	33.6%	
4010 Tax & NI	1,276	4,000	2,724		2,724	31.9%	
4020 Pensions	4,655	5,000	345		345	93.1%	
4030 Staff Travel and Subsistence	(19)	1,500	1,519		1,519	(1.2%)	
4100 Staff Training	1,105	2,000	895		895	55.3%	
4110 Councillor Training	2,841	3,000	159		159	94.7%	
4111 Councillor Travel and Subsiste	60	1,000	941		941	6.0%	
4120 Chairmans Allowence	910	800	(110)		(110)	113.8%	
4130 Printing & Photocopying	339	1,500	1,161		1,161	22.6%	
4140 Stationery	1,462	8,250	6,788		6,788	17.7%	
4150 Consumables	421	2,500	2,079		2,079	16.8%	
4160 Postage	210	500	290		290	42.1%	
4170 IT Support	336	6,000	5,664		5,664	5.6%	
4180 Insurance	1,688	2,500	812		812	67.5%	
4190 Subscriptions and Memberships	3,815	4,500	685		685	84.8%	
4195 Advertising	1,716	2,000	284		284	85.8%	
4196 Publicity/promotion	126	950	824		824	13.3%	
4200 Website	1,068	2,000	932		932	53.4%	
4210 Consultancy	23,502	25,000	1,498		1,498	94.0%	
4211 Accommodation	245	1,000	755		755	24.5%	
4220 Grants Paid	21,714	30,000	8,286		8,286	72.4%	
4230 Grants s.137	12,752	10,000	(2,752)		(2,752)	127.5%	
4240 Elections	14,981	25,000	10,019		10,019	59.9%	
4250 Archiving Project	4,559	7,205	2,646		2,646	63.3%	
4260 Community Infrs Levy Expendit	3,050	0	(3,050)		(3,050)	0.0%	
4999 Sundry Expenses	16,928	50	(16,878)		(16,878)	33855.0	
Administration :- Indirect Expenditure	140,251	209,255	69,004	0	69,004	67.0%	0
Net Income over Expenditure	22,928	(45,640)	(68,568)				

Detailed Income & Expenditure by Budget Heading 31/01/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Premises							
1130 Archive Project Income	310	0	(310)			0.0%	
Premises :- Income	310	0	(310)				0
4300 Telephone	905	3,000	2,095		2,095	30.2%	
4301 Broadband	262	500	238		238	52.5%	
4310 Council Tax	15,665	1,000	(14,665)		(14,665)	1566.5%	
4320 Gas	1,189	1,750	561		561	67.9%	
4330 Electric	845	1,750	905		905	48.3%	
4340 Water	273	1,000	727		727	27.3%	
4350 Waste Disposal	445	1,500	1,055		1,055	29.6%	
4360 Cleaning Materials	12	2,500	2,488		2,488	0.5%	
4370 Repairs & Renewals	591	5,000	4,409		4,409	11.8%	
4380 Maintenance/Service	3,575	5,000	1,425		1,425	71.5%	
4390 Health & Safety	32	1,301	1,269		1,269	2.5%	
4400 Defibrillators	3,395	3,950	555		555	85.9%	
4500 Office Equipment	2,951	6,500	3,549		3,549	45.4%	
4999 Sundry Expenses	39	50	11		11	77.1%	
Premises :- Indirect Expenditure	30,179	34,801	4,622	0	4,622	86.7%	0
Net Income over Expenditure	(29,870)	(34,801)	(4,931)				
120 Public Toilets							
4070 Public Toilets	3,721	6,500	2,779		2,779	57.2%	
4330 Electric	291	1,750	1,459		1,459	16.6%	
4340 Water	359	1,750	1,391		1,391	20.5%	
4999 Sundry Expenses	0	500	500		500	0.0%	
Public Toilets :- Indirect Expenditure	4,371	10,500	6,129	0	6,129	41.6%	0
Net Expenditure	(4,371)	(10,500)	(6,129)				
130 Community Room							
1111 Room Hire - Key Deposit	25	0	(25)			0.0%	
Community Room :- Income	25	0	(25)				0
4320 Gas	369	500	131		131	73.9%	
4330 Electric	334	500	166		166	66.7%	
Community Room :- Indirect Expenditure	703	1,000	297	0	297	70.3%	0
Net Income over Expenditure	(678)	(1,000)	(322)				

Detailed Income & Expenditure by Budget Heading 31/01/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	165,364	163,615	(1,749)			101.1%	
Expenditure	177,355	255,556	78,201	0	78,201	69.4%	
Net Income over Expenditure	<u>(11,991)</u>	<u>(91,941)</u>	<u>(79,950)</u>				
Movement to/(from) Gen Reserve	<u>(11,991)</u>						

Income Actual

Details	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20 to Q3
Room Hire	£ 5,460.00	£ 5,330.00	£ 5,200.00	£ 3,826.00
Precept	£ 151,283.00	£ 154,499.00	£ 156,338.00	£ 160,515.00
Other Income Inc CIL	£ 47,295.33	£ 40,308.00	£ 314,628.42	£ 853.00
Grenoside War Memorial	£ 637.50	£ 1,041.60	£ 1,000.00	£ -
Photocopies	£ 296.98	£ 14.98	£ 5.76	£ -
VAT Receipts	£ 5,707.77	£ 10,368.27	£ 4,284.10	£ 4,312.85
Interest General	£ 39.00			£ 10.00
Interest Deposit	£ 11.80	£ 3.94	£ 0.88	
Interest Scottish Widows	£ 354.62	£ 40.29	£ 3.74	
Total	£ 211,086.00	£ 211,606.08	£ 481,460.90	£ 169,516.85

Details	2019/20 Budget	Actual Quarter 1	Actual Quarter 2	Actual Q1 & Q2 Total	Actual Quarter 3	Actual Totals to Q3	Predicted Quarter 4	Total Receipts Predicted at Y/E 2019/20	Deficit / Surplus	Comments
Room Hire	£ 2,000.00	£ 1,183.00	£ 1,260.00	£ 2,443.00	£ 1,383.00	£ 3,826.00	£ 1,500.00	£ 5,326.00	£ 3,326.00	room hire increase 1.1.20
Precept	£ 160,515.00	£ 160,515.00		£ 160,515.00		£ 160,515.00		£ 160,515.00	£ -	precept including the Council Tax Support Grant (CTSG)
CIL		£ 631.00		£ 631.00		£ 631.00		£ 631.00	£ 631.00	Unpredictable income - no info prior to receipt from SCC
Other Income	£ 500.00	£ -		£ -	£ 222.00	£ 222.00	£ 553.00	£ 775.00	£ 275.00	refunds from Google & refund from grants
Grenoside War Memorial		£ -		£ -		£ -		£ -	£ -	
Archive Project						£ -	£ 310.00	£ 310.00	£ 310.00	Sales of calendars and postcards
VAT Receipts		£ 1,442.12	£ 310.73	£ 1,752.85	£ 2,560.00	£ 4,312.85	£ 1,000.00	£ 5,312.85	£ 5,312.85	VAT receipts depends on purchases and reclaimed VAT NOT TO BE BUDGETED
Interest General	£ 100.00	£ 10.00		£ 10.00		£ 10.00	£ 10.00	£ 20.00	£ 80.00	Little interest from banks
Interest Deposit				£ -		£ -		£ -	£ -	
Interest Scottish Widows				£ -		£ -	£ 7.00	£ 7.00	£ 7.00	
bank balance B/f	£ 127,900.00			£ -		£ -		£ -	£ -£ 127,900.00	unknown balance which should not be included in the budget setting
	£ 291,015.00	£ 163,781.12	£ 1,570.73	£ 165,351.85	£ 4,165.00	£ 169,516.85	£ 3,380.00	£ 172,896.85	£ 118,118.15	Overall £9782.85 predicted deficit (taking out the balance b/fwd figure)

Expenditure Budgets

Details	Actual Spend 2016/17	Actual Spend 2017/18	Actual Spend 2018/19	Actual Spend to Q3 2019/20
Admin	£ 29,309.02	£ 27,278.51	£ 19,704.79	£ 12,813.00
Grants	£ 11,319.46	£ 7,400.00	£ 17,895.41	£ 30,762.00
Staffing & Consultant	£ 74,391.11	£ 76,512.09	£ 71,903.01	£ 45,251.00
Premises	£ 17,888.75	£ 6,797.45	£ 19,648.66	£ 15,148.00
Training	£ 230.00	£ 233.80	£ 468.80	£ 3,762.00
Chairmans Allow	£ 700.00	£ 800.00	£ 154.00	£ 910.00
Public Toilets	£ 7,543.55	£ 7,525.02	£ 14,478.70	£ 3,297.00
Chapeltown Baths Rates				£ 15,002.60
Total	£ 141,381.89	£ 126,546.87	£ 144,253.37	£ 126,945.60
EMR				
Election Costs	£ -	£ 6,207.13	£ 5,390.05	£ 14,981.00
Community Liaison Function	£ 2,042.00	£ 4,000.00	£ 4,000.00	£ -
Archive Project	£ -	£ 192.00	£ 3,274.67	
David Chadwick Centre	£ -	£ -	£ -	£ 4,467.00
Thornclyff Leisure Loan Repayment	£ -	£ -	£ -	£ -
Miscellaneous	£ 395.00	£ 28,422.19	£ -	£ -
HLF	£ 27,728.26	£ -	£ 317,016.97	
Total EMR	£ 30,165.26	£ 38,821.32	£ 329,681.69	
				£ 19,448.00
Total Budgets	£ 171,547.15	£ 165,368.19	£ 473,935.06	
				£ 146,393.60

Details	Budget 2019/20	Actual Quarter 1	Actual Quarter 2	Actual Quarter 3	Actual Totals to Q3	Predicted Quarter 4	Predicted Total Spend at Y/E 2019/20	Deficit / Surplus	Comments
Admin	£ 46,000.00	£ 2,883.00	£ 6,163.91	£ 3,766.09	£ 12,813.00	£ 3,500.00	£ 16,313.00	£ 29,687.00	Q2 includes Insurance Premium
Grants	£ 40,000.00	£ 5,001.56	£ 12,148.31	£ 13,612.13	£ 30,762.00	£ 8,500.00	£ 39,262.00	£ 738.00	Grants inc S137
Staffing	£ 85,000.00	£ 5,915.67	£ 7,747.00	£ 10,419.11	£ 24,081.78	£ 8,711.94	£ 32,793.72	£ 22,255.06	Staffing and consultant figures - budget gives a surplus
Consultant	£ -	£ 3,631.82	£ 8,663.40	£ 8,874.00	£ 21,169.22	£ 8,782.00	£ 29,951.22		No consultant in budget 2019/20 therefore added to staffing budget
Premises	£ 36,445.00	£ 2,815.00	£ 2,944.00	£ 9,389.00	£ 15,148.00	£ 9,500.00	£ 24,648.00	£ 11,797.00	Council office & community room inc utilities, chairman chain repairs
Training	£ 5,106.00	£ 840.00	£ 2,289.00	£ 633.00	£ 3,762.00	£ 1,000.00	£ 4,762.00	£ 344.00	Councillor Training
Chairmans Allow	£ 800.00	£ 910.00	£ -	£ -	£ 910.00	£ -	£ 910.00	£ -110.00	overbudget paid in May for 2018/19 allowance
Public Toilets	£ 10,000.00	£ 133.00	£ 1,806.00	£ 1,358.00	£ 3,297.00	£ 2,300.00	£ 5,597.00	£ 4,403.00	Inc Maintenance, Electric & Water to toilets and repairs Q4
Total	£ 223,351.00	£ 22,130.05	£ 41,761.62	£ 48,051.33	£ 111,943.00	£ 42,293.94	£ 154,236.94	£ 69,114.06	
EMR					£ -		£ -		
Election Costs	£ 25,000.00	£ -	£ 14,980.85	£ -	£ 14,981.00	£ -	£ 14,981.00	£ 10,019.00	Elections invoiced by SCC Q2
Community Liaison	£ 4,000.00						£ -	£ 4,000.00	
Archive Project	£ 7,205.00			£ 4,467.00	£ 4,467.00	£ 2,500.00	£ 6,967.00	£ 238.00	Archivist resigned Nov 2019, new equipment purchased Q3
David Chadwick Ce	£ 14,459.00					£ 4,000.00	£ 4,000.00	£ 10,459.00	Possibly play area equipment Q4
Thorncliff Leisure ce	£ 17,000.00					£ 16,934.00	£ 16,934.00	£ 66.00	1st Payment due January 2020 - Q4
Chap Baths Bus Rates					£ 15,003.00				
Total EMR	£ 67,664.00	£ -	£ 14,980.85	£ 4,467.00	£ 34,451.00	£ 23,434.00	£ 42,881.85	£ 24,782.00	
Grand Total Budget	£ 291,015.00	£ 22,130.05	£ 56,742.47	£ 52,518.33	£ 146,394.00	£ 65,727.94	£ 197,118.79	£ 93,896.06	

Bank Accounts	Bank Balances up to Q2	Exp and balance Q3	Predicted balance Q4	Comments
Current Bank Accounts @ 30 January 2020	£ 112,441.22	£ 28,830.48	-£ 4,696.58	Q4 predicted balance includes all overhead costs and grants plus savings account income
Imprest Account @ 30 January 2020	£ 47,305.87	£ 33,011.53	£ 21,000.00	Q4 prediction includes staff salaries and consultancy charges
Savings Account @ 30 January 2020	£ 5,642.04	£ 5,666.10	£ -	Unsure why there are funds in a separate Coop Savings Account, transferred into Current Account Q4
Scottish Widows Bank @ 30 January 2020		£ 144,845.11	£ 140,845.11	Capital expenditure for new IT equipment and Projector and Screen
Sub Total	£ 165,389.13	£ 212,353.22	£ 157,148.53	

8-1-2020

YORKSHIRE INTERNAL AUDIT SERVICES
26 STOCKWELL ROAD KNARESBOROUGH NORTH YORKSHIRE HG5 0JZ
TELEPHONE 01423 797817

Councillor T Bawden
Chairman to Ecclesfield Parish Council
Council Offices
Mortomley Lane
High Green
Sheffield
S35 3HS

Dear Mr Bawden

**To the Chairman and Members of Ecclesfield Parish Council
Internal Audit of Accounts for the Financial Year ending 31 March 2020
Interim Visit**

I am pleased to inform you that the first internal audit visit has been completed. I have reviewed the internal controls in place at the council and carried out appropriate tests and checks on the accounts and other management arrangements at this stage of the audit to confirm that the systems of financial and other controls over the council's activities and operating procedures are effective.

No specific matters arose from this work to give cause for concern and I can confirm that internal controls are operating as expected with the exception of those noted below. Various minor matters were discussed with the council's advisor and action agreed where necessary.

The current position on the recommendations made in my previous report regarding meeting four of the control objectives required by the Annual Governance and Accountability Return for 2018/19 where I had been unable to gain assurance that all of the council's controls achieved the necessary standard is discussed in the following paragraphs.

There is also one additional matter to bring to members' attention also noted in the paragraphs below.

Internal Control Objective A, Accounting Records

At the time of the year end visit the council's cashbook was kept on Excel spreadsheets and up to 31 January 2019 had been kept up to date and balanced regularly. Following the year end the advisor completed the cashbook but due to errors noted in completing the bank reconciliation and year end accounting

statements it was not possible to state that the accounting records were appropriately kept throughout the year.

Since then the council have purchased an accounting software package bespoke to small local councils which will enable accounting records to be appropriately kept. I recommended that the council ensure that adequate training and support was provided when initially installing and populating this system and the need for this is continuing. Staff are in the process of transferring data and populating the system occasionally requiring support from the software provider.

Internal Control Objective I, Bank Account Reconciliations

Bank account reconciliations were regularly and correctly carried out up to and including 31 January 2019 but it was not possible to reconcile the bank accounts at 31 March 2019 from the records and information available by the required date and it was necessary to include a small adjusting item.

Because of the incomplete process of entering data into the accounting system and the ongoing training requirements of staff the bank reconciliation process at the time of my visit was not properly completed. However, I did review the bank account balances which were properly recorded in the accounting system.

The bank reconciliation statements will be reviewed at my next visit.

Internal Control Objective J, Accounting Statements

Section 2 of the Annual Governance and Accountability Return is a smaller authority's statement of accounts and takes the form of a summary income and expenditure account and a statement of balances. As both the council's receipts and payments for 2018/19 exceeded £200,000 manual adjustments were made to the accounts produced on the Excel spreadsheets to convert them to the correct basis. Due in part to the inability to produce a reconciled bank account statement at the year end and the time constraints due to the ongoing staff issues it was not possible to produce balanced accurate accounting statements. However, the adjustments required were not material and occurred at the year end. They did not indicate poor internal controls and systems as evidenced by the earlier audit work. The major transactions during the year have been agreed to supporting information. As mentioned in earlier paragraphs the accounting software purchased will assist in producing income and expenditure accounts for future years.

Annual Governance Statement

The council as a whole is responsible in law for ensuring adequate financial management and as part of its Annual Governance Statement declares that it has made proper arrangements for the safeguarding of public money and has a sound system of internal control. This is achieved by:

- maintaining an adequate system of internal control and testing those arrangements at least once in the year to make sure they are working in an adequate and effective way.

- carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks,
- adequate budgetary control and monitoring arrangements.

Work carried out during the year end visit noted that the council's Standing Orders, Financial Regulations and Risk Management arrangements had been reviewed and amended during the year but by the Finance and Premises committee. These policy documents of the council should have been specifically ratified by full council, not just approval of committee minutes containing those recommendations. This has now been done.

In addition the effectiveness of the council's system of internal control had not been reviewed and internal financial controls were not documented although in practice many of these were contained within the Financial Regulations.

I recommended that the council ensure that their Annual Governance Review, in addition to any arrangements already in place, included a review of the effectiveness of the system of internal control. I also recommended that the council define and document internal controls.

A checklist defining and documenting internal controls has now been produced for use by councillors when reviewing their effectiveness.

Precept

During a previous visit I noted that the council when approving the budget for 2019/20 and agreeing the precept to be requested expressed this as a percentage increase on the previous year's precept rather than a specific amount. Councils have the power to raise money through taxation (the precept) and the council went through the proper process of determining the precept as a result of setting an annual budget. However, as a local elector it would not have been possible from the published information (the council minutes) to know how much money was being raised by taxation.

I recommended that in the interests of transparency the council should record the precept agreed and requested as an amount in pounds as well as, if wished, a percentage change. At the time of my last visit the budget and precept were still to be determined so I would like to remind the council of this recommendation.

Asset Register

My last report noted that the council's asset register included many small items of an inventory nature and I suggested that the council may wish to consider a minimum value for inclusion of new purchases, with minor purchases being recorded in an inventory of small/low value items. I understand that this has been done and a minimum value of £500 agreed for inclusion in the register.

I also suggested that a review of the register be carried out to review and remove small items to be included in an inventory and determine appropriate valuations for

the remaining assets. This is to be carried out at the end of the financial year. An earlier internal audit report also referred to a review of deeds for council properties which had yet to be completed. This remains outstanding.

Payment Controls

Whilst reviewing the controls for payments by the council I noted that the recording of these varied, sometimes they were in the body of the minutes, sometimes on a separate list and sometimes there was no list. However, for the future a list of payments (from information taken directly from the accounting system) will be signed at the meeting at the time that approval is given.

Also, although payment lists were approved and signed by the Chairman the total value was not recorded in the minute where approval was given. In my opinion this weakens control as there is no link between the list and its approval.

I recommend that at each meeting where payments are approved the list is signed and dated by the Chairman at the meeting and its value recorded in the appropriate minute to maintain good internal controls and governance.

I would like to thank the council's staff for their assistance and attention during my visit.

Yours sincerely



JL Bennett

30 January 2020

PARTNERS ~ KC Stephenson
RF Entwistle

Tel: 0113 2585610
Tel 01423 797817

PRINCIPAL AUDITOR ~ Mrs JL Bennett Tel: 01924 671829
yias2002@gmail.com

APPENDIX A

Tables of charges and financial penalties

Charges

Implementation of a Pension Splitting order	£350 + VAT
Provision of information in relation to Accounting Standards Exercises	Currently £100 + VAT but subject to review
Provision of additional transfer value within 12 months should the Authority introduce a charging policy. The current policy reserves the right to charge.	£350 + VAT
Bespoke Pensions Administration work	At the appropriate hourly rate to recover the actual cost of the work only
Rechargeable Actuarial work	At the appropriate hourly rate to recover the actual cost of the work only

Penalties

Monthly Returns from April 2020

Failure to submit an accurate monthly return permitting the correct collection of contributions by direct debit by the 5th of the month following the month of employees' contribution deduction

A fixed penalty of £500 plus a further fixed penalty of £50 per day for every further day late following that deadline

Service Level Agreements

Failure to submit member event information in line with the requirements of the SLA

£25 per case

Discretionary Policy Statements

Failure to devise and publish any statement of policy on the use of discretionary powers under the Regulations by any statutory deadline

A fixed penalty of £500 plus a further fixed penalty of £250 for every further week late following that deadline

Payroll Provider Service

Failure to ensure that any new Payroll Service Provider is able to maintain the continuity of the monthly posting system

A fixed penalty of £1000 for every monthly report that fails to be submitted from month 1 of the new contract by the standard monthly deadline plus the standard penalty for late submission of monthly returns

Direct Debit Mandate

Failure to complete a mandate to consent to the collection of contributions via direct debit prior to 1 April 2020 or the date of joining the SYPA fund or date of change in banking arrangements if later

A fixed penalty of £500 plus a further fixed penalty of £50 per day for every further day late following that deadline

Original version April 2016 – V1

Revised wef April 2020 – This version: V3



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

Council Offices, Mortomley Lane, SHEFFIELD, S35 3HS

☎ 0114 284 5095 @ admin@ecclesfield-pc.gov.uk

🌐 www.ecclesfield-pc.gov.uk

Date as postmark

Dear Sir/Madam,

Thank you for your enquiry regarding use of the Parish Council Community Room.

In order that your booking may be confirmed would you please complete the following:-

1. enclosed application form
2. declaration form (if required)
3. copy of your group's Public liability Insurance Certificate.
4. Payment.

Your completed forms, payment and appropriate documentation should be returned to the Council Offices at least one week before the start of the booking.

Please also note the enclosed conditions of hire of the premises for you to retain and adhere to.

If you have any queries regarding hire, please contact the office on the above telephone number.

Yours faithfully,

Laura Tickle
Administration Officer

CONDITIONS FOR HIRE OF THE PREMISES

1. Fire Regulations

Will hirers please note:-

On arrival at the premises you are hiring, ensure you acquaint yourself immediately with the following:-

- a) ENSURE THAT EVERYONE SIGNS AN ATTENDANCE LIST ON ARRIVAL
- b) FIRE EVACUATION PROCEDURE FOR YOUR GROUP
- c) FIRE DOORS - LOCATION
- d) FIRE APPLIANCES - LOCATION

In the event of a fire dial 999.

Evacuate the building immediately closing all doors and windows if safe to do so and turning off any electrical appliances in use.

People in charge of groups using the building should arrange for their group to congregate in one predetermined area agreed prior to the activity taking place. The area chosen should be clear of the entrance the Fire Brigade will use to gain access to the site.

A roll call must then take place to confirm that everyone on the list is out of the building and accounted for. If anyone is missing advise the Fire Brigade immediately upon their arrival.

REGULAR USERS – a fire drill should be held at least once per year by all regular users. Arrangements will then be made to record the action.

2.(a) Number of People Attending

If more than 30 people are expected to attend, then the hirer should provide attendants. The attendants should be instructed by the group leader in respect of fire precautions etc. and this information should be relayed to members of the public in the case of public meetings etc.

2.(b) Supervision

The hirer of the premises must ensure that adequate adult supervision is provided for all underage groups and disabled/aged categories using the premises.

2.(c) Hire of Premises

This agreement restricts hirers to the use of the interior of the premises only and does not confer any right to use external areas, without prior consent.

3. Flammable Substances

Except with the express permission of the Council in writing and subject to any conditions which may be attached to such consent, cylinders of compressed gas, explosives or highly flammable substances (including canisters of liquefied petroleum gas) shall not be brought into or stored or used on the premises. Special effects and the use of pyrotechnics are not allowed.

4. Health & Safety

Hirers must follow the Council's Health & Safety rules for this building.

4.1. Use of kitchen facilities

The use of the kitchen area is by permission only and users must take special care when using the electrical appliances, boiler, kettle etc. and the gas cooker.

Only persons capable may use the kitchen area.

No person under the age of 16 years may enter the kitchen area.

4.2. No clothing or other articles may be placed on radiators.

4.3. Tables and chairs must not be stacked high or left unsafe.

4.4. Loose brushes, mops etc. should be fastened to the wall brackets supplied.

5. Licences

Alcohol

- Alcohol must not be sold or consumed on the premises except with the express permission of the Council, and, subject to such consent, must also comply with the Licensing Requirements.

Television & Music

- The council does not hold a PFRS where copyright material is to be used, you will be required to obtain your own licence for the purpose of music, singing & dancing.
- The council does hold a TV Licence. Please request the TV remote control if you wish to use the TV.

The hirer must ensure that any licensing requirements are complied with – if in doubt please contact the office about this.

6. Lost & Stolen

All hirers will be held responsible for any items lost, stolen or damaged during the period of hire.

7. Payment

Payment for hire must be made prior to the booking All charges are subject to review and charges made will be in accordance with the times detailed on the letting's records.

7. (b) Cancellations

Cancellations must be made 7 days prior in order to obtain a refund. Any cancellations made within 7 days of the booking must be paid for.

8. Smoking

Smoking is prohibited on Parish Council premises and any users failing to comply with this ruling will not be permitted to use the facilities.

9. Insurance

All users of our premises must provide a copy of their public liability insurance to the value of £2million on an annual basis. The council is unable to indemnify users for any activity, given the variety of users and events that take place, hence the need for groups to insure their own members and activities.

10. Regular Lettings where Persons under 18 years will attend

The Parish Council is anxious to ensure that children using its facilities are properly protected. The hirer will be required to complete a declaration relating to the existence of a criminal record checks, in accordance with Rehabilitation of Offenders legislation as well as provide valid DBS certificate(s).

11. Continuity of Hire

All lettings are accepted on a week to week basis. Hire of the premises is at the discretion of the Parish Council. No reason may be given by the Parish Council for refusing anyone the use of the premises and no rights to permanent hire are granted to any user.

I agree to adhere to the above-mentioned conditions.

Signed Date.....

Name of Organisation

Position

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS)
(AMENDMENT) ORDER 1986**

If the application that you have made is for use of facilities involving access to young people under the age of 18 it is necessary for you to disclose all criminal cautions and convictions you may have and all criminal cautions and convictions any other person acting in a supervisory capacity may have.

Any information you do give will be dealt with on a confidential basis and only cautions and convictions relevant to the nature of your letting will be taken into consideration.

DECLARATION:-

Name

Nature of booking

Name of Organisation

1. Neither I nor any other persons acting in a supervisory capacity have criminal convictions/cautions
2. I have the following criminal convictions/cautions. (Please give dates and nature of offence(s))
3. The following person has criminal convictions/cautions. (Please give the name of the person and dates and nature of offence(s))
4. DBS certificate numbers (for users who organise activities with minors)

SignedDate

Position in Organisation.....

DBS Certificate Reference Numbers:

Name: DBS Ref:

Name: DBS Ref:

Name: DBS Ref:

Name: DBS Ref:

ECCLEFIELD PARISH COUNCIL

Community group contact details

Name of group.....

Day/s community room required.....

Name & Address

.....

.....

.....

Tel.....

Name & Address

.....

.....

.....

Tel.....

Signature.....

Print name.....

Date.....



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

Draft Grants Policy

Are you eligible to apply?

Groups or organisations should be locally based and local people involved in their management. Groups should be located in and operated within the Ecclesfield Parish Council area. Community groups who apply must have a bank account in the name of the group; payments cannot be made to individuals.

Completing your form

Please write clearly and check the phone numbers you give. Make sure that you answer all the questions fully. If you need help with any part of the form please contact the number above. Put as much information as you possibly can and you can use additional sheets of paper if necessary or add other information in support of your application.

In Your Application Form you need to show your activity is:

- Set up by local people within your Parish.
- Aims to tackle a particular issue or need within your community
- Provides a community benefit
- Has a co-operative, partnership or self help approach

We don't fund

- Individuals – child care, training, travel expenses, salaries or wages
- Salary costs – for paid workers
- Party political or religious activities – though we will fund community activities run by churches and faith organisations
- Groups or activities outside the Parish area
- Things that have already happened or have been paid for

We could fund

- Small items like a park bench or play and sports equipment
- Community events
- Crèche costs to support new activities such as one off events, or open day workshops for your group, but not for individuals or management committees
- Study visits, group outings or events
- Small environmental improvements

- Art projects that improve the local community
- Youth activities outside of statutory provision

This list is not exhaustive, every grant will be considered individually.

If you could get the funds you are applying for more appropriately from another organisation then we may ask you to apply to them instead.

Conditions of Awarding Grant

- If you decide to change how you will spend the money, then you must let us know
- You may be asked to provide receipts for the Parish Council to inspect
- You must complete the activities we have funded within one year.
- You will be sent or given a monitoring form that you must complete and return to us by the date stated on the form.
- If you don't return the monitoring form, you may not get any funding in the future.
- We do expect that participants on workshops, trips etc. would contribute to the cost, even if it's a small amount.
- It is a requirement of the Parish Council that photographic evidence is provided of the event/purchase for which the grant is given.

How are grants allocated?

Each of the 15 Councillors will be given an equal amount of the Grants pot.

A grant can be sponsored by one Councillor or more Councillors from within that Ward or neighbouring Ward.

When a grant application is received by the Council and a member of staff would notify the relevant Councillors who then make a judgment. If the councillor/s preliminarily approve the grant, then they would sign the application with a recommendation of how much to award.

At a Finance & Premises Committee meeting the organisation would have an opportunity to present the application. The grant application would then be considered by the Finance & Premises Committee and a recommendation would be provided to Council for consideration. The applicant would be notified of the decision of Council accordingly.

Should no Councillor wish to sponsor the application then feedback would be provided, if requested, on the reasons it was unsuccessful.

Should the Ward Councillor not spend their allocation in a financial year then that will role over into the next financial year giving them a greater sum to award to applicants.

Approved by

Review date

GRANTS GIVEN BY THE PARISH COUNCIL
2019-2020

Budget 2019/2020 - £40,000.00

Month of Fin. Cttee. Mtg. & Name of Group	Nature of Grant	Amount	Payment made under (Power)
<u>April 19</u>			
No grants given			
<u>May 19</u>			
Thorncliffe Community Sports	garden equipment and notice board	£1,785.00	Public Health Act Open Space Act 1906
P.A.S.T.ways Ltd	new blinds	£ 880.00	L.G. (Miscellaneous Provisions) Act 1976 s19
Ecclesfield Gala Committee	Ecclesfield Gala	£1,073.00	L.G. Act 1972 s145
105th High Green Scout Group	Replacement curtains and LED lights	£1,263.56	L.G. & Rating Act 1997 s31
<u>June 19</u>			
No grants given			
<u>July 19</u>			
Strong Minds Together	Football equipment	£1,560.00	L.G. (Miscellaneous Provisions) Act 1976 s19
High Green in Bloom	Party in the Park play equipment	£ 375.00	L.G. Act 1972 s145
<u>August 19</u>			
No grants given			
<u>September 19</u>			
Sheffield Shamblers Walking Group	Walking equipment	£ 887.11	L.G. (Miscellaneous Provisions) Act 1976 s19
New Seasons	Funding – Christmas event	£ 365.00	L.G. Act 1972 s145
St Vincents Amateur Boxing Club	Boxing equipment	£3,000.00	L.G. (Miscellaneous Provisions) Act 1976 s19
<u>October 19</u>			
Burncross Action Team	Gardening materials And stationery	£ 180.00	L.G. Act 1972 s137
High Green Villa Football Club	Pitch hire	£ 800.00	L.G. Miscellaneous Provisions) Act 1976 s19
25 th Sheffield (Ecclesfield Scout Group)	Gardening materials	£1,440.00	L.G. (Miscellaneous Provisions) Act 1976 s19
Ecclesfield Conservation and Local History Group	Heritage leaflets	£ 671.20	L.G. Act 1972 s137
<u>November 19</u>			
Grenoside Community Association	Christmas gift	£ 150.00	L.G. Act 1972 s137
Paces	Christmas gift	£ 350.00	L.G. Act 1972 s137
Windmill Hill Primary School	Christmas gift	£ 350.00	L.G. Act 1972 s137
Chapelton in Bloom	Christmas gift	£ 150.00	L.G. Act 1972 s137
Burncross Action Team	Christmas gift	£ 150.00	L.G. Act 1972 s137
Grenoside Conservation Society	Repair works and room rental	£ 208.15	L.G. Act 1972 s137
Chapelgreen Advice Centre	Grant towards volunteering	£6,600.00	L.G. Act 1972 s142
Grenoside Community Primary School	Christmas gift	£ 350.00	L.G. Act 1972 s137
St Thomas More Catholic Primary School	Christmas gift	£ 350.00	L.G. Act 1972 s137

High Green in Bloom	Christmas gift	£ 150.00	L.G. Act 1972 s137
Ecclesfield in Bloom	Christmas gift	£ 150.00	L.G. Act 1972 s137
<u>December 19</u>			
Chapelton Musical Theatre Society	Sound system	£1,200.00	L.G. Act 1972 s145
Heritage High Green	Office supplies	£ 273.93	L.G. Act 1972 s137
Thorncliffe Art Group	Rent, Public liability ins and art equipment	£1,000.00	L.G. Act 1972 s137
Coit Primary School	Christmas Gift	£ 350.00	L.G. Act 1972 s137
Lound Junior School	Christmas Gift	£ 350.00	L.G. Act 1972 s137
Lound Infant School	Christmas Gift	£ 350.00	L.G. Act 1972 s137
Ecclesfield Primary School	Christmas Gift	£ 350.00	L.G. Act 1972 s137
Angram Bank Primary School	Christmas Gift	£ 350.00	L.G. Act 1972 s137
British Legion	Poppy Wreaths & PA contrib	£ 250.00	L.G. Act 1972 s137
<u>January 2020</u>			
Chapelton Athletic U8's	Kit replacement and pitch hire	£2,000.00	L.G. (Miscellaneous Provisions) Act 1976 s19
Angram Bank Youth Club	Equipment for the Youth Club	£1,673.39	L.G. (Miscellaneous Provisions) Act 1976 s19
Paces Sheffield	Sensory and ICT Equipment	£2,796.00	L.G. (Miscellaneous Provisions) Act 1976 s19
St Marys Friday Playgroup	Back to Nature carpet	£284.70	L.G. (Miscellaneous Provisions) Act 1976 s19
Thorncliffe Tennis Club	Equipment for the tennis club	£1,456.72	L.G. (Miscellaneous Provisions) Act 1976 s19
Friends of Grenoside Green	Statue of a Bee for the grounds	£1,100.00	LGA 1972 ss111
Chatty Crafters	Room hire and public Liability Ins	£801.11	LGA 1972 s144

SUMMARY OF GRANTS GIVEN AND BUDGET 2019/20 AS AT FEBRUARY 2020

TOTAL BUDGET 2019/20	- £40,000.00
TOTAL OF GRANTS GIVEN AS AT FEBRUARY 2020	- £37,823.87
BALANCE OF BUDGET LEFT AS AT FEBRUARY 2020	- £2,176.13

Proposed for March 2020			
North Sheffield History Group	New Laptop and Office	£285.99	LGA 1972 s137
Thursday Craft Group	Room Hire & Insurance	£772.00	LGA 1972 s144

Predicted Balance at end of Year 2019/20 £1,114.14

Grants for War Memorials – War Memorials Trust

War Memorials Trust administers a number of grants schemes which between them cover the whole of the UK. Currently programme funders include the Department of Culture, Media and Sport, Historic England, Historic Scotland and War Memorials Trust. Grants are currently available up to 75% of eligible costs with a normal maximum grant of £30,000.

War Memorials Trust seeks to help all war memorial custodians, whatever the nature and size of their war memorial by facilitating repair and conservation projects.

Annual deadlines are 31 March, 30 June, 30 September and 31 December.

<http://www.war memorials.org/grants/>