



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Finance and Premises Committee

SUMMONS AND AGENDA

17TH September 2020

Dear Councillor,

You are respectfully summoned to attend the Finance and Premises Committee meeting of Ecclesfield Parish Council to be held virtually at **6.30pm on Wednesday 23 September 2020**. Please follow this link to join the meeting:

<https://us02web.zoom.us/j/87295689168?pwd=NW1oZ2VtK0NmSW1iSUNLV0MzS0VZZz09>

Meeting ID: 872 9568 9168

Passcode: 505403

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In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 and the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England Regulations) 2020, the public and press may attend the meeting.

Yours sincerely

Andrew Towler

Clerk and Responsible Financial Officer (temporary)
Ecclesfield Parish Council

Committee Membership

Cllr Kate Guest (Chairman), Cllr David Ogle, Cllr Terence Bawden, Cllr Victoria Bowden, Cllr John Brownrigg (ex officio), Cllr John Housley (ex officio), Cllr Gary Lakin and Cllr Paul Swift.

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Chairman's announcement

Prior to the commencement of the meeting, the Chairman will outline the procedure for this remote meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the Council's Code of Conduct during the meeting.
- Voting procedure.
- Public session and exclusion of the press and public procedures.
- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the start of the meeting. The meeting is being recorded by the Council.
- All Councillors present are required to state their name prior to the commencement of the meeting.

AGENDA

2020/14. Apologies and Reasons for Absence (F&P)

To note apologies and approve reasons for absence.

2020/15. Declarations of Interest (F&P)

To consider any requests for dispensation.

To note any declaration or interests not already declared under the members Code of Conduct or members register of Disclosable Pecuniary Interests.

2020/16. Public Participation Session (F&P)

To receive questions from members of the public under the direction of the Chairman and in accordance with the Council's Standing Orders. (standing order 3 states that

the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes).

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 before the meeting so they can be dealt with under correspondence.

2020/17. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960

(F&P)

To consider the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

2020/18. Finance Committee Minutes

(F&P)

To consider the Minutes of the Finance Committee meeting held on 9th July 2020 and as approved by the Council (attached as item 18.1).

2020/19. Update on the Accounts of Council

(F&P)

To receive the Income and Expenditure report and Bank reconciliation up to August 2020 (attached as item 19.1).

2020/20. Payments for Approval

(F&P)

To consider the approval of the list of payments dated 01/09/20-16/09/20 and to retrospectively approve any payments made in between meetings (attached as item 20.1)

2020/21. Grant Applications

(F&P)

To consider the grant applications received from the following:

- (i) Friends of Chapelton Park.
- (ii) Thorncliffe Community Sports,
- (iii) Chapelton in Bloom (see attached as items 21.1, 21.2 and 21.3).

2020/22. Community Infrastructure Levy

(F&P)

- (i) At its 23rd September meeting Full Council resolved that the residual amount of about £4,400 carried over from 20/21 should be '*provided to Sheffield City Council to repair / refurbish a local Park's play areas equipment*'. Members are asked to consider and make recommendations to the Full Council on any specific priority improvements to play areas they wish to see supported through this funding.

- (ii) To consider its strategic priorities for spending of the Council's share of any CIL payments for 2020/2021 and 2021/22
- (iii) To receive a general update on the Levy especially in the context of the Government's current proposed reforms to the planning system.

**2020/23. Policies for Review
(F&P)**

To consider/review the attached Policies and Procedures, and make recommendations to Council:

- (i) Corporate Risk Assessment 2000/21(attached as item 23.1)
- (ii) Flag Policy and Procedures (attached as item 23.2)

**2020/24. Quotations for Consideration
(F&P)**

To consider the following quotation and make recommendations to Council:

(i) Payroll Service

To consider payroll quotations from Voluntary Action Rotherham, Voluntary Action Sheffield and Autela Payroll Services. Quotations emailed separately to committee members.

**2020/25. Updates on ongoing projects and activities
(F&P)**

To consider the following updates and suggest a way forward for each project and activity for consideration of the next Council meeting:

(i) Community Room Refurbishment and next steps

A verbal update to be provided by the Clerk on the Community Room refurbishment and next steps.

(ii) Safe use of the Parish Offices and the reopening of the Community Room

The Clerk to give an update on the safe use of the Parish Offices and the reopening of the Community Room in response to the Covid pandemic.

(iii) War Heroes project

Cllr David Ogle to give a verbal update on the War Heroes Project.

(iv) Appointment of Internal Auditor

The Clerk to provide a verbal update on the process for reviewing the Internal Audit Service for the Council.

(v) Councils Information Technology Systems, including emails

A verbal report to be provided by the Clerk and Cllr Paul Swift on planned improvements.

(vi) Councils CCTV system

The Clerk to give update on CCTV.

(vii) High Green David Chadwick Fund, Capital Fund Project

A verbal report to be provided by Cllr David Ogle on suggestion to move MUGA from Thorncliffe to Angram Play Park, plus adding two new ramps to Angram Bank skate park.

2020/26. Date and Time of Future Meetings:

(F&P)

The next meeting of the Finance and Premises Committee meeting is scheduled to be held on 8th October at 6.30pm

2020/27. Closure of meeting

(F&P)