



**Draft minutes are subject to approval at the next Full Council meeting.**

**Draft Minutes of a Remote Meeting of the Finance and Premises Committee  
held on Wednesday 21 October 2020 via Zoom Video Conference**

**Commenced: 6.30pm - Concluded: 7.38 pm**

**Councillors Present.** Kate Guest [Chairman], Victoria Bowden, John Brownrigg [Ex-Officio], John Housley [Ex-Officio] and David Ogle.

**Absent Councillors.** Terence Bawden, Gary Lakin and Paul Swift.

**Officers:** Andrew Towleron – Parish Clerk/RFO [minute taker].

**Members of the Public.** Six members of the public.

**Chairman’s Opening Remark.** Before the formal commencement of the meeting, the Chairman (Councillor Kate Guest) outlined the procedure for this remote meeting to ensure it was effective and lawful. The Clerk reported that he would be recording the meeting; Councillor Paul Brunt (attending as a member of the public) asked and was given the approval to record the meeting.

<b><u>2020/041</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>41. Apologies for Absence</u></b></p> <p>The Clerk explained that he had been notified during the meeting by Councillor Gary Lakin that he would not be attending due to work commitments.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Kate Guest, and <b>RESOLVED:</b> That the apologies of absence and reasons given by Councillor Gary Lakin be received and accepted.</p> <p style="text-align: right;">(3 in favour, 2 against)</p>
<b><u>2020/042</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>42. Declarations of Interests</u></b></p> <p>There were none.</p>
<b><u>2020/043</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>43. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u></b></p> <p>The Clerk stated that there was none at this stage.</p>
<b><u>2020/044</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>44. Public Participation Session</u></b></p> <p>No questions were received by members of the public.</p>
<b><u>2020/045</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>45. Finance and Premises Committee Minutes</u></b></p> <p>Councillor Kate Guest provided a brief overview of the approved minutes of this meeting held on 23 September 2020.</p>

<p><b>2020/046</b> <b>(F&amp;P)</b></p>	<p><b><u>46. Update on the Accounts of the Council</u></b></p> <p>The Clerk provided a verbal and written report on income and expenditure as well as Bank reconciliation for the financial year 2020/21 up to 13 October 2020. He noted that the overall financial position of the Council was favourable.</p> <p>The Chairman reported that she had arranged a meeting with the Clerk to examine the budget in more detail and commence preparation for budget setting for the financial year 2021/22.</p> <p>Councillor John Brownrigg explained that the Thorncliffe Community Sport had been awarded a grant of £800 by the Council to be used for 12 months insurance cover for the Group. He explained that following discussions between the Group and their insurers the actual amount they required for the cover was about £116 less than the amount indicated in their bid. They had paid this difference back to the Council.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Victoria Bowen, and <b>RESOLVED:</b> That the Income and Expenditure report and Bank reconciliation up to 13 October 2020 be approved.</p> <p style="text-align: right;">(5 in favour)</p>
<p><b>2020/047</b> <b>(F&amp;P)</b></p>	<p><b><u>47. Payments for Approval</u></b></p> <p>The Clerk gave a brief report and overview of payments between 25 September and 13 October 2020 as well as any retrospective payments. The Clerk stated that he considered that the retrospective payments were made in accordance with the Council's Financial Regulations and Standing Orders, which allowed such payments in special circumstances.</p> <p>Proposed by Councillor Kate Guest and Seconded by Councillor Victoria Bowden, and <b>RESOLVED:</b> That the schedule of payments dated 01/09/20-16/09/20 and any retrospective payments made in between meetings over the same period be endorsed and recommended to Council for approval.</p> <p style="text-align: right;">(5 in favour)</p>
<p><b>2020/048</b> <b>(F&amp;P)</b></p>	<p><b><u>48. Grant Applications</u></b></p> <p>To consider the grant application received, from:</p> <ul style="list-style-type: none"> <li>• South Yorkshire County Scout Group for £3,810.</li> </ul> <p>This was discussed. It was moved and agreed that discussion of the award would be considered at the end of the agenda and the meeting would move at that point into private session as this was a matter of a confidential nature.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and <b>RESOLVED:</b> It is recommended to Council that</p> <ol style="list-style-type: none"> <li>1. South Yorkshire County Scout Group be provided in principle with a grant for £3,810 to carry out various repairs at Hesley Woods Activity Centre.</li> <li>2. That the Clerk in consultation with the Chairman of the Finance and Premises Committee and the other members of Committee be granted delegated power to offer the grant dependent on the outcomes of the next meeting of Trustees of the Activity Centre where the future use of the Activity Centre is to be discussed including the mothballing of some facilities.</li> <li>3. It considers what support and assistance it can provide to South Yorkshire County Scout Group to address crime and anti-social behaviour at Hesley Woods Activity Centre.</li> </ol> <p style="text-align: right;">(5 in favour)</p>
<p><b>2020/049</b> <b>(F&amp;P)</b></p>	<p><b><u>49. Policies for Review</u></b></p> <p>(a) Financial Risk Assessment</p>

	<p>The draft Financial Risk Assessment was considered by members. The Clerk explained it was good practice for a Council to have such a document.</p> <p>(b) Grants Policy</p> <p>The Chairman explained that this review had been going on some time. Following discussions with other Councillors and the Clerk, she was proposing that Councillor David Ogle (Vice-Chairman) be asked to establish a working group, including office staff, to look at this in more detail and bring his recommendations to the next meeting of the Committee.</p> <p>Proposed by Councillor John Housley and Seconded by David Ogle, and  <b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. It is recommended to Council that the Financial Risk Assessment be approved.</li> <li>2. Councillor David Ogle establishes a working group to look at the Grants policy in more detail and bring their recommendations to the next Finance and Premises Committee meeting.</li> </ol> <p style="text-align: right;">(5 in favour)</p>
<p><b>2020/050</b> <b>(F&amp;P)</b></p>	<p><b><u>50. Amending the Council's bank mandates</u></b></p> <p>It was explained that the Council's bank mandate would more than likely need to be amended to add the new Clerk. It may also be timely to review at the same time all the authorised signatories as it was good practice to do this regularly. He would bring his suggestions to the next meeting.</p> <p>Councillor Kate Guest asked about the inclusion of the Chairman of the Finance and Premises Committee. The Clerk explained that he considered it to be good practice to do so.</p> <p>Proposed by <b>Councillor David Ogle and Seconded by Councillor John Housley</b>, and  <b>RESOLVED:</b> That the Clerk be asked to review the Council's various bank mandates, including authorised signatures, and brings his recommendations to the next meeting of the Finance and Premises Committee.</p> <p style="text-align: right;">(5 in favour)</p>
<p><b>2020/051</b> <b>(F&amp;P)</b></p>	<p><b><u>51. Updates on ongoing projects and activities</u></b></p> <p><u>Payroll Service</u></p> <p>The Clerk explained that, following the decision to appoint Autela to provide a payroll service for the Council, he had been in contact with them and they had confirmed that they would be willing to undertake this service based on the quotation they provided. He hoped that they would be formally appointed soon.</p> <p><u>Notice Board Improvements</u></p> <p>Councillor Victoria Bowden led the discussion on this item. It was noted that the quality and geographical coverage of notice boards varied across the Parish. While in most areas it was good, others less so. Additionally, it was not always clear how a community got a notice placed in a notice board. It was agreed that the Clerk should undertake a review of the provision and as part of this, he should contact all Councillors seeking their thoughts on the provision in their area.</p> <p><u>Appointment of Internal Auditor</u></p> <p>The Clerk gave a verbal report on progress with reviewing the contract.</p>

Council's Information Technology Systems, including emails

The Clerk gave a verbal progress report. He explained he was progressing with necessary improvements, some urgent, to the Council's Information Technology Systems. He explained that the need to undertake some of these improvements had arisen with new Covid regulations, including the need to ensure that all staff could work from home.

Community Infrastructure Levy (CIL) 2020/21

It was explained that following the Council's decision to spend its share for the financial year (2021/2022) on improvements to parks and play equipment in the Parish, the Clerk had written to all Councillors asking their thoughts on suitable projects. He would report the outcomes of this exercise to the Committee's next meeting.

High Green David Chadwick Fund, Capital Fund Project

A verbal report was provided by Councillor David Ogle.

He first gave an update on progress with moving the MUGA from Thorncliffe Park to Angram Play Park, plus adding two new ramps to Angram Bank skate park, which the Council had agreed to provide £10,000 grant in support of. He explained that the Group leading on the project would be shortly approaching the Council for about £3,000 of the £10,000 grant for the initial works.

He also asked for the Council's support, including that of Emma Wainwright, the Council's Community Coordinator, in identifying and securing other external funding including the lottery funding support of this project. It was agreed that this was a good idea.

Councillor David Ogle went on to outline two more projects which he considered would benefit from the support of the Fund.

The first was a club house for the Tennis and Bowling Club at Thorncliffe Park. He estimated that this capital project would require about £10,000 from the Fund.

The second was a boxing gym to be located somewhere in the Parish, potentially at the Thorncliffe site. Such gyms had proved successful elsewhere in the country, including in Sheffield, especially in addressing crime and anti social behaviour. This included the Ingles Gym in Sheffield which he was suggesting that the Council should visit. He was seeking £20,000 from the Fund, though the overall cost of the project would be much higher. He anticipated that the additional funding could be secured through grant and other sources funding.

These two projects were discussed. It was agreed that they both had merit and could be supported in principle by the Fund.

**2020/052**  
**(F&P)**

**52. Date and Time of Future Meetings**

It was noted that the date of the next scheduled Committee meeting would be on Wednesday 18 November 2020 at 6.30 pm