



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Finance and Premises Committee

SUMMONS AND AGENDA

16 October 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 21 October 2020**. Please follow this link to join the meeting:

<https://us02web.zoom.us/j/87395184267?pwd=U1g2NXJnbVlFLzVGTVUxQzhsaHY5QT09>

Meeting ID: 873 9518 4267

Passcode: 421618

One tap mobile

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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
Ecclesfield Parish Council

Finance and Premises Agenda 21/10/20

Committee Membership

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

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

2020/028 (F&P). Apologies and Reasons for Absence

To note apologies and approve reasons for absence.

2020/029 (F&P). Declarations of Interest

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.

2020/030 (F&P). Exclusion of Press and Public

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

2020/031 (F&P). Public Participation Session

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.

2020/032 (F&P). Finance Committee Minutes

To consider the Minutes of the Finance Committee meeting held on 23 September 2020 and as approved by the Council (attached as item 32a).

2020/033 (F&P). Update on the Accounts of Council

To receive the Income and Expenditure report and Bank reconciliation statement up to 13 October 2020 (attached as items 33a and 33b).

2020/034 (F&P). Payments for Approval

To consider the approval of the list of payments dated 25 September and 13 October retrospectively approve any payments made in between meetings (attached as item 34a).

2020/035 (F&P). Grant Applications

To consider the grant applications received from the following:

South Yorkshire County Scout Council (attached as item 35a)

2020/036 (F&P). Policies for Review/Consideration

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

- (a) Financial Risk Assessment 2000/21(attached as item 36a).
- (b) Grants Policy (attached as item 36b).

2020/037 (F&P). Amending the Council's bank mandates

To consider updating and reviewing the Council's various bank mandates, including authorised signatories, following the appointment of a permanent Clerk and Responsible Financial Officer.

2020/038 (F&P). Updates on ongoing projects and activities

To consider the following updates and next steps for each project and activity for consideration of the next Council meeting:

(a) Payroll Service

To receive an update on progress following the Council's decision to commission Autela to operate the Council's payroll service.

(b) Notice Board Improvements

The Chairman to give a verbal update on progress.

(c) Appointment of Internal Auditor

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

(d) Councils Information Technology Systems, including emails

A verbal report to be provided by the Clerk on planned improvements especially in light of new Covid 19 restrictions.

(e) Community Infrastructure Levy (CIL) 2020/21

The Clerk to give a verbal update 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.

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

To consider a presentation by Councillor David Ogle on proposed sporting and leisure related project that could be supported by the Fund.

2020/39 (F&P). Date and Time of Future Meetings:

To confirm the time and date of the next Finance and Premises Committee meeting in November. It is proposed that it should take place on Wednesday 17th November at 6.30.

2020/40 (F&P). Closure of meeting