



**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 18 November 2020 via Zoom Video Conference**

**Commenced: 6.30pm - Concluded: 7:39 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 Announcement**

Prior to the formal commencement of the meeting, the Chairman (Councillor Kate Guest) outlined the procedure for this remote meeting to ensure that it was effective and lawful. The Clerk reported that he would recording the meeting.

**2020/053  
(F&P)**

**53. Apologies for Absence**

The Clerk explained that he had been notified that Councillor Terence Bawden would not be attending due to ill health and Councillor Gary Lakin was hoping to attend but may not be able to due to work.

Proposed by Councillor John Housley and Seconded by Councillor John Brownrigg, and  
**RESOLVED:** That the apologies of absence and reasons given by Councillor Gary Lakin and Councillor Terence Bawden be received and accepted.

(4 in favour)

**2020/054  
(F&P)**

**54. Declarations of Interests**

Councillor John Brownrigg declared an interest in item 61 (bullet point one), which was to consider a £10,000 grant towards a club house for the Tennis and Bowling Club at Thornciffe Park.

**2020/055  
(F&P)**

**55. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960**

The Clerk confirmed that he considered that there were three items on the agenda that required the exclusion of the press or public for part of their consideration due to the confidential nature of the business to be considered. Also, that they should be considered at the end of the agenda. These were items 2020/059 Grant Applications and 2020/060 High Green David Chadwick Fund, Capital Fund Grant Applications and 2020/061 Christmas Gift Programme.

	<p>Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and <b>RESOLVED:</b> That discussions in relation to items 2020/059 Grant Applications and 2020/060 High Green David Chadwick Fund, Capital Fund Grant Applications and 2020/061 Christmas Gift Programme should be held in private and at the end of the agenda.</p> <p style="text-align: right;">(5 in favour)</p>
<b><u>2020/056</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>56. Public Participation Session</u></b></p> <p>A member of the public raised concerns about the accuracy and the approval procedures for items 2020/058 and 2020/059 especially in the context of the Councils budget/precept setting for the next financial year.</p> <p>The Clerk stated that the Committee was to receive verbal and written reports. They were not being asked to approve them. He was confident that all payments were in accordance with the Council's policies and procedures.</p> <p>The Chairman explained that there were also mitigating factors and the preparation for the budget and precept setting was a top priority for the Council.</p>
<b><u>2020/057</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>57. Finance and Premises Committee Minutes</u></b></p> <p>Councillor Kate Guest provided a brief overview of the approved minutes and matters arising of the meeting held on 21 October 2020.</p>
<b><u>2020/058</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>58. Update on the Accounts of the Council</u></b></p> <p>The Clerk provided a verbal and written report on Income and Expenditure and Bank reconciliation for the financial year 2020/21 up to 13 November 2020.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor David Ogle, and <b>RESOLVED:</b> That the Income and Expenditure report and Bank reconciliation report up to 13 November 2020 be noted.</p> <p style="text-align: right;">(5 in favour)</p>
<b><u>2020/059</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>59. Payments for Approval</u></b></p> <p>The Clerk gave a brief report and overview of payments between 14 October and 14 November 2020. The Clerk noted that some of the payments had been made under delegated powers including linked to the Covid 19 pandemic and associated health and safety issues.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Brownrigg, and <b>RESOLVED:</b> That the schedule of payments dated 1/10/20-14/11/20 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>
<b><u>2020/060</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>60. Grant Applications</u></b></p> <ol style="list-style-type: none"> <li>1. To consider, and make recommendations to Full Council, in respect of grant applications received from the following: <ul style="list-style-type: none"> <li>• Burncross Action Team for £720 for improvements to the wildflower garden at Bracken Hill.</li> <li>• Friends of Chapeltown Park for £500 to replace a damaged piece of equipment for outdoor gym at Chapeltown Park.</li> <li>• Friends of Grenoside Park for £150 for a Christmas tree.</li> <li>• Grenoside Community Association for £1425 for security measures (including metal rollers) at Grenoside Community Centre.</li> </ul> </li> </ol>

	<p>Proposed by Councillor David Ogle and Seconded by Councillor John Brownrigg, and  <b>RESOLVED:</b> It is recommended to Council that:</p> <ol style="list-style-type: none"> <li>1) Burncross Action Team be granted an award of £720 for improvements to the wildflower garden at Bracken Hill.</li> <li>2) Friends of Chapeltown Park be granted an award of £500 to replace a damaged piece of equipment for outdoor gym at Chapeltown Park</li> <li>3) Friends of Grenoside Park be granted an award of £150 for a Christmas Tree.</li> <li>4) Grenoside Community Association be granted £1425 for security measures (including metal rollers) at Grenoside Community Centre.</li> </ol> <p>2. To confirm the details of the award to the South Yorkshire County Scout Group</p> <p>Councillor John Housley gave an update. He confirmed that the Group had been provided with a grant from the Council for £3,810 to carry out various repairs at Hesley Wood Activity Centre and representatives from the Group had indicated to him that these works would be carried out safely in this financial year.</p> <ol style="list-style-type: none"> <li>3. To approve contribution of £350 to the Royal British Legion for the purchase of wreaths for the Remembrance Service as agreed at 10 October 2019 Finance Meeting.</li> </ol> <p>The Clerk explained that the amount sought was £350 not £250 as indicated on the agenda.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor David Ogle, and  <b>RESOLVED:</b> It is recommended to Council that the Royal British Legion be provided with a grant for £350 for the purchase of wreaths for the 2020 local remembrance services.  (5 in favour)</p>
<p><b><u>2020/061</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>61. High Green David Chadwick Fund, Capital Fund Project Grant Applications</u></b></p> <p>To consider, and make recommendations to Full Council, in respect of grant applications received from the following:</p> <ul style="list-style-type: none"> <li>• £10,000 towards a club house for the Tennis and Bowling Club at Thorncliffe Park.</li> <li>• £20,000 towards the development of a Boxing gym in the parish</li> </ul> <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) £10,000 be earmarked from the High Green David Chadwick Fund, Capital Fund Grant towards a club house for the Tennis and Bowling Club at Thorncliffe Park. (4 in favour).</li> <li>2) £20,000 be earmarked from the High Green David Chadwick Fund, Capital Fund Grant towards the development of a boxing gym. (5 in favour).</li> </ol>
<p><b><u>2020/062</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>62. Christmas Gift Programme</u></b></p> <p>It was confirmed that requests had been received from the following:</p> <p><u>Schools</u></p> <ul style="list-style-type: none"> <li>• Lound Junior School</li> <li>• Lound Infant School</li> <li>• Grenoside Community Primary</li> <li>• Coit Primary</li> <li>• Angram Bank Primary</li> <li>• Ecclesfield Primary School</li> <li>• St Thomas More</li> <li>• Windmill Hill Primary</li> <li>• St Mary's Primary</li> </ul>

- Paces
- Greengate Lane School
- High Green Juniors

In Bloom Groups

- Chapeltown in Bloom
- High Green in Bloom
- Ecclesfield in Bloom
- Burncross Action Team
- Grenoside Community Association

Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and

**RESOLVED:** That it is recommended to Council that the followings schools each receive £350 and In Bloom groups each receive a £150 from the Council's Christmas Gift programme:

1. Lound Junior School
2. Lound Infant School
3. Grenoside Community Primary
4. Coit Primary
5. Angram Bank Primary
6. Ecclesfield Primary School
7. St Thomas More
8. Windmill Hill Primary
9. St Mary's Primary
10. Paces
11. Greengate Lane School
12. High Green Juniors
13. Chapeltown in Bloom
14. High Green in Bloom
15. Ecclesfield in Bloom
16. Burncross Action Team
17. Grenoside Community Association

(5 in favour)

**2020/063**  
**(F&P)**

**63. Precept 2021/22**

The Clerk (and Responsible Financial Officer) outlined the process and procedures for the Council to set out a budget and precept for 2021/22. He explained that this may require special and extraordinary meetings including of the Finance and Premises Committee and Full Council to facilitate this. Possible dates were then discussed.

**2020/064**  
**(F&P)**

**64. Policy/procedures for review/consideration**

- Grants Policy

Councillor David Ogle provided a verbal report on the activities and recommendations of the Group looking into this. He explained that the main recommendation was that the Council's grant programme should move to a ward based system. This would mean that each ward would have a small pot of funding to be spent on suitable and eligible activities befitting that ward. Also, that the amount each ward would receive would be based on the overall parish pot being divided equally by the number of parish councillors (i.e. 15) and multiplied by the number of councillors in each ward. He also proposed that this should be introduced in April of next year to coincide with the new financial year, that any unspent monies at the end of a financial year within a ward pot should be carried over to the next financial year and that the approach should be reviewed after 12 months.

He also noted that policies and procedures would need to be introduced in support of the new

	<p>approach. However, before doing this he thought it was prudent first to seek the Council's in principle support for a ward based approach. This was discussed.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and  <b>RESOLVED:</b> That it is recommended to Council that</p> <ol style="list-style-type: none"> <li>1) The Council's grants programme should move to a ward based approach which would mean that each ward would have a small pot of funding to be spent on suitable and eligible activities benefiting that ward.</li> <li>2) The amount each ward would receive would be based on the overall grant programme being divided equally by the number of parish councilors and multiplied by the number of Councillors in each ward.</li> <li>3) That this should be introduced in April 2021.</li> <li>4) The approach should be reviewed before the end of April 2022.</li> <li>5) That if the Council is supportive in principle to the approach, then further work be undertaken to develop the policies and procedures guiding it and these be brought to Council for approval prior to its introduction.</li> </ol> <p style="text-align: right;">(5 in favour)</p>
<p><b><u>2020/065</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>65. Amending the Council's bank mandates</u></b></p> <p>The Clerk explained that he had reviewed this. He was recommending that signatories should be determined by the position they held in the Parish Council, for example, the Chairman of the Council rather than nominated individuals.</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) The cheque signatories for the Parish Council's account should be the Chairman of the Council, Vice Chairman of the Council, Chairman of Staffing Committee and Chairman of Finance and Premises.</li> <li>2) The Clerk ask the new and existing signatories to complete and sign the 'Change of Signatory Application Form' if applicable.</li> </ol> <p style="text-align: right;">(5 in favour)</p>
<p><b><u>2020/066</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>66. Archive Postcards</u></b></p> <p>Councillor John Housley explained that he had been informed that a substantial number of the postcards may have gone missing from the Council offices. These postcards had been purchased on behalf of the Archive Group and were to be sold at a significant profit to provide income for the Archive Budget. He had also looked into this and could not locate them. They may have been given away free of charge without authority to do so. A discussion then took place on this.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and  <b>RESOLVED:</b> That the Clerk should write to all Councillors asking whether they knew where the 'missing' archive postcards were or what had happened to them.</p> <p style="text-align: right;">(5 in favour)</p>
<p><b><u>2020/067</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>67. Updates on ongoing projects and activities</u></b></p> <p>(a) <u>Notice Board Improvements</u></p> <p>The Clerk gave an overview of progress of the review. He said that he contacted all Councillors for their thoughts and suggestions on improvements. There had been a good response, and was in the process of collating the findings. He would present the outcomes to the next meeting of the Committee.</p> <p>(b) <u>Council's Information Technology Systems, including emails</u></p>

	<p>The Clerk gave a verbal report on progress with the necessary improvements. He said that he had prioritised these especially in light of the new guidance about ensuring staff can work from home in light of the COVID-19 pandemic.</p> <p>(c) <u>Community Infrastructure Levy (CIL) 2020/21</u></p> <p>The Clerk gave a verbal report on progress following the Councils decision to spend its share for the financial year 2020/21 on improvements to parks and play equipment in the Parish. He had written to all Councillors seeking their thoughts. Many had responded but some had not. It was agreed that the Clerk should write to them all again seeking comments. The findings would be reported to the next meeting of the Committee.</p>
<p><b><u>2020/068</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>68. Date and Time of Future Meetings</u></b></p> <p>It was noted that the date of the next scheduled Committee meeting was on Wednesday 16 December 2020 at 6.30pm</p>

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