



**Minutes of a Remote Meeting of the Finance and Premises Committee
held on Thursday 20 May 2020 via Zoom Video Conference**

Commenced: 7.00pm - Concluded:8:10pm

Councillors Present: Kate Guest [Chair], Terence Bawden, Victoria Bowden, Gary Lakin and David Ogle.

Ex-Officio (with voting rights): John Housley [Council Chair] and John Brownrigg [Council Vice-Chair]

Absent Councillors: Councillor Paul Swift

Observing Councillors (not a member of the committee): Councillor Paul Brunt

Officers: Karen Canadine – Parish Clerk/RFO [minute taker]

Members of the Public: Three members of the public

<u>2020/001</u> <u>(F&P)</u>	<u>Apologies and Reasons for Absence</u> Councillor Paul Swift was not in attendance due to being unable to join the meeting remotely.
<u>2020/002</u> <u>(F&P)</u>	<u>Public Participation Session</u> 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. There were no questions from the public.
<u>2020/003</u> <u>(F&P)</u>	<u>Finance Committee Minutes</u> To approve the Minutes of the Finance Committee meeting held on 12 March 2020 and to approve the committee's recommendations (attached). The minutes from the 12 March 2020 had been presented to Council and were approved. The committee received and noted the minutes for information. Some councillors advised the meeting that they had been unable to access all the papers from the G-Drive or from the Councils website. RESOLVED: That the minutes of the Finance Committee meeting held on the 12 March 2020 be noted.
<u>2020/004</u>	<u>Declarations of Interest</u>

(F&P)	<p>2020/004.1 - To consider any requests for dispensation. Councillor Paul Swift had requested a dispensation.</p> <p>2020/004.2 To note any declarations of interests not already declared under the members Code of Conduct or members register of Disclosable Pecuniary Interests. No declarations of interests were provided.</p>
2020/005 (F&P)	<p><u>Update on the Accounts of Council</u> To receive the Income and Expenditure report and Bank reconciliation up to April 2020 (attached)</p> <p>The Clerk provided the income and expenditure report and bank reconciliation up to the 30 April 2020 to be received. There were some anomalies noted in the budget headings and the Clerk would report back to the next meeting on these anomalies.</p> <p>RESOLVED: That the reports provided be received.</p>
2020/006 (F&P)	<p><u>Payments for Approval</u> To consider the approval of the list of payments dated 20 May 2020 and to retrospectively approve any payments made in between meetings (attached – none at time of agenda issued)</p> <p>There were no payments for approval provided by the Clerk.</p>
2020/007 (F&P)	<p><u>Grant Applications</u> To consider the grant application received from Chapelgreen Community Enterprise Ltd at a cost of £4,353.97 (attached).</p> <p>A grant application had been provided from Chapelgreen Community Enterprise Ltd. As the applicant had not been invited to attend the meeting this was deferred to the next meeting for consideration.</p> <p>RESOLVED: That the grant application from Chapelgreen Community Enterprise Ltd be provided to the next meeting of the Finance Committee.</p> <p style="text-align: center;">RECOMMENDATION TO COUNCIL: That</p> <ul style="list-style-type: none"> i) Lound Academy Trust be provided with a grant for £274.99 towards the Loundfest event (LGA 1972 s145) ii) Strong Mind Together be provided with a grant of £1,000 to set up a new children’s group (LGA 1972 s137) and the council are recognised in any advertising of the group; iii) Strong Mind Together be notified that the group can use the councils photocopying facilities should they need assistance in the future; iv) Ecclesfield Gala be provided with a grant for £1,921 and 20% be kept for future sustainability (LGA 1972 s145); and v) North Sheffield History Group – be provided with a laptop, SSD Hard Drive and Software at a cost of up £380.00 (LGA 1972 s137)
2020/008 (F&P)	<p><u>Policies for Review</u> To consider/review the attached Policies and Procedures and make recommendations to council.</p> <ul style="list-style-type: none"> a) New Grants Policy, Grants Application Form & YLCA advice on the grants process The following items will be deferred to the next Finance and Premises Committee meeting on 11 June 2020 b) Financial Regulations c) Financial Risk Assessment

	<p>d) Corporate Risk Assessment</p> <p>The following policies were discussed:</p> <ul style="list-style-type: none"> a) New grants policy, grants application form and advice from YLCA on the grants process. It was agreed that paragraph 2 of the policy needed to include Thorncliffe area. It was agreed to defer this item to the next meeting. b) Financial Regulations to be deferred to the next meeting. c) Financial Risk Assessment to be deferred to the next meeting; and d) Corporate Risk Assessment to be deferred to the next meeting. <p>RESOLVED: That all policies be reviewed at the next Finance Committee meeting.</p>
<p><u>2020/009</u> <u>(F&P)</u></p>	<p><u>Quotations for Consideration</u></p> <p>To consider the following quotations and make recommendations to council:</p> <p>2020/009.1 - Insurance Renewal - To consider Insurance renewal quotations from Zurich, BHIB and Came & Company. Quotations emailed separately to committee members and summary attached (Budget code 4180).</p> <p>A discussion took place with regard to the three quotations received for the renewal of the Councils insurance policy. After debate it was agreed to recommend to the Council that Zurich insurance be the provider, on a three-year agreement at a cost of £1,968 per annum.</p> <p>RECOMMENDATION TO COUNCIL: That Zurich Insurance be awarded a three-year fixed term contract at a cost of £1,968 per annum.</p> <p>2020/009.2 - Fire alarm -To consider quotations for the upgrade of the current fire alarm system summary attached (Budget code 4380).</p> <p>Quotations for a replacement fire alarm were provided. It was agreed to defer this item to the next meeting.</p>
<p><u>2020/010</u> <u>(F&P)</u></p>	<p><u>Updates on Ongoing Projects</u></p> <p>To consider the following updates and suggest a way forward for each project for consideration of the next council meeting.</p> <p>The committee considered the updates as follows.</p> <p>2020/010.1 - Community Room Refurbishment - Cllr Lakin to give a verbal update on the community room refurbishment.</p> <p>A discussion took place regarding the layout of the meeting room, removing walls, building regulations and planning application. A meeting had been arranged with an architect and they had shared the CAD drawings. These drawings would be needed for the planning application and to send to contractors to receive quotations. An invoice was due from the architect for the work they had completed.</p> <p>RESOLVED: That the architect be contacted to provide an invoice for the work they had completed.</p> <p><i>Councillor Paul Swift joined the meeting.</i></p> <p>2020/010.2 - War Heroes project - Cllr D Ogle to give a verbal update on the War Heroes Project</p> <p>There are three options for the war memorials.</p> <ul style="list-style-type: none"> 1) Repair and maintain the existing war memorial; it was agreed that a professional survey was needed, and some sound financial control was needed, possibility apply for a grant with match funding.

- 2) Create a new memorial; funding was limited, and the cost would be approximately £5,000 plus ongoing maintenance costs
- 3) Soldiers off the street buy a house/flat and house a local ex-serviceman; the cost to purchase property would be around £65,000 - £70,000 for the Council to rent to an ex-serviceman. The Clerk was asked to clarify whether the Council could buy to rent property. Social Housing is the responsibility of Sheffield City Council.

A councillor explained that 4 years ago the Council had looked at a High Green memorial, then all areas except Burncross would have a memorial. The Clerk was asked to verify whether there was an EMR for the war memorial.

RESOLVED: That a report from the Clerk would be provided with a further update on the options available to full Council for the next Finance meeting.

2020/010.3 - Park Benches and Time Capsules - Cllr D Ogle to present an idea relating to park benches and time capsules to mark the end of the current pandemic lockdown.

There were 4 benches in parks around the parish and a time capsule, to record the lockdown, maybe fitted around the summer of 2020/21 at a park event. The costs to inscribe and fit a bench would be around £1,000 (similar to the bench in Mortomley park) and £50 for a time capsule. Drawings and letters from children could be added to the time capsule. A bench could be installed next to the war memorial.

It was noted that the Council had previously agreed to benches for the Council's 125 Year Anniversary. The Clerk was asked to collate all the information on benches and the time capsule ready for the next meeting.

RESOLVED: That the Clerk collate all the information and suggestions on benches and the time capsule for the next meeting to be considered further.

Councillor Paul Swift left the meeting.

2020/010.4 – Defibrillators - Cllr Housley to give a verbal update on the current status of defibrillator provision around the parish area.

Due to Covid-19 there was no further information to update the committee, once information was received an update would be provided. It was noted that the defibrillator at Chapeltown toilets site was fenced off, the Clerk was asked to contact Sheffield City Council to find out what was happening.

RESOLVED: That the Clerk contact Sheffield City Council to request an update on Chapeltown toilets.

2020/010.5 - Chapeltown Market - Cllr P Swift to give a powerpoint presentation on the current status of proposals for Chapeltown Market.

This item be deferred to the next meeting.

2020/011
(F&P)

David Chadwick Fund

To consider allocating £4,200 to Sheffield City Council for Parks from the David Chadwick Fund (EMR) as discussed at the March 2020 council meeting.

The David Chadwick sub-committee had not met and the terms of reference for this committee needed to be agreed. A meeting would be called to discuss this further. A discussion took place around allocating £4,200 to Sheffield City Council from the David Chadwick fund for the local parks. It was suggested that instead of using this fund the Community Infrastructure Levy (CIL) funds could be used. If there was insufficient funds available from CIL the Council should make up the difference.

RESOLVED: That the David Chadwick Fund sub-committee should meet to discuss the

	<p>sub-committees' terms of reference.</p> <p>RECOMMENDATION TO COUNCIL: That £4,200 be provided to Sheffield City Council for local park improvements and this should be taken from the CIL funds 2019/20 and 2020/21. Should there be a shortfall then the Council provide the additional funding.</p>
<p><u>2020/012</u> <u>(F&P)</u></p>	<p><u>Exclusion of Press and Public</u> To consider the exclusion of the Press and Public (Public Bodies Admission to Meetings Act) 1960 Section 1 (2) due to the confidential nature of the business to be transacted.</p>
<p><u>2020/013</u> <u>(F&P)</u></p>	<p>It was agreed that the next meeting would take place on the 04 June 2020. Future meeting dates were to be confirmed. The meeting closed at 8.10pm.</p>