



**Minutes of a Remote Meeting of the Finance and Premises Committee
held on Thursday 23 September 2020 via Zoom Video Conference**

Commenced: 6.30pm - Concluded:8:12pm

Councillors Present. David Ogle [Chair], Victoria Bowden (Item 20, Payments for Approval onwards), John Brownrigg [Ex-Officio], John Housley [Ex-Officio] and Carol Levery.

Absent Councillors. Terence Bawden, Kate Guest, Gary Lakin and Paul Swift.

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

Members of the Public. Four members of the public.

Chairman's Opening Remark. Prior to the formal commencement of the meeting, the Chairman (Councillor David Ogle) outlined the procedure for this remote meeting to ensure that the meeting was effective and lawful. He also explained that he was chairing the meeting in his capacity as Vice-Chairman in the absence of the Chairman, Councillor Kate Guest.

2020/027 **Apologies for Absence**
(F&P)

Apologies were received from Councillor Terence Bawden and Councillor Kate Guest, both due to work and holiday commitments.

The Clerk explained that he had been notified by Councillor Gary Lakin that he would not be attending.

It was explained that Councillor Carol Levery was present in a substitute capacity to Councillor Kate Guest.

Proposed by Councillor John Housley and Seconded by Councillor Carol Levery, and
RESOLVED: That the apologies of absence and reasons given by Councillor Terence Bawden and Councillor Kate Guest be received and accepted.

2020/028 **Declarations of Interests**
(F&P)

The Clerk explained that Councillor John Brownrigg had declared an interest in Item 20/034(2) Thorncliffe Community Sports and Councillor John Housley Item 20/034(3) Chapelton in Bloom.

The Clerk also stated that each had made dispensation requests to the Clerk prior to the meeting to enable them to discuss (but not vote) on the concerned agenda items on which they had declared an interest. The Clerk had granted a dispensation to Councillor John Brownrigg to discuss item 20(2) Friends of Chapelton Park and Councillor John Housley to discuss Item 20(3) Chapelton in Bloom, in accordance with Section 13 of the Council's Standing Orders.

<u>2020/029</u> <u>(F&P)</u>	<u>Public Participation Session</u> No questions were received members of the public.
<u>2020/030</u> <u>(F&P)</u>	<u>Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> The Chairman explained that there was one item on the agenda (21, Grant Applications) that required the exclusion of the press or public.
<u>2020/031</u> <u>(F&P)</u>	<u>Finance and Premises Committee Minutes</u> The approved minutes of the meeting held on 9 July 2020 were considered and endorsed. Councillor David Ogle provided a brief overview of them, including actions. It was explained that the Chairman Kate Guest had stated that she was happy with the draft minutes. Councillor John Housley gave an update on progress with the plaques. He also asked that Ed Brown be invited to the November meeting to give an update on the Covid project, which was agreed. <p style="text-align: right;">(4 in favour)</p>
<u>2020/032</u> <u>(F&P)</u>	<u>Update on the Accounts of the Council</u> The Clerk provided a verbal and written report on receive the Income and Expenditure report and Bank reconciliation for the financial year 2020/21 up to 16 September 2020. He noted that the overall financial position of the Council was sound. Proposed by Councillor John Housley and Seconded by Councillor Carol Levery, and RESOLVED: That the Income and Expenditure report and Bank reconciliation up to August 2020 be approved. <p style="text-align: right;">(4 in favour)</p>
<u>2020/033</u> <u>(F&P)</u>	<u>Payments for Approval</u> The Clerk gave a brief report and overview of payments between 1 September and 16 September 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. Proposed by Councillor Carol Levery and Seconded by Councillor Victoria Bowden, and RESOLVED: 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 style="text-align: right;">(5 in favour)</p>
<u>2020/034</u> <u>(F&P)</u>	<u>Grant Applications</u> To consider the grant application received, from: <ul style="list-style-type: none"> • Friends of Chapeltown Park for £1,000. • Thorncliffe Community Sports for up to £800 for next twelve months insurance cover for activities and volunteers. • Chapeltown in Bloom for £1,400 for self-watering planters. These were discussed. It was moved and agreed that the meeting would move into private session for the discussions of the awards of the grants as this was a matter of a confidential nature. RESOLVED: It is recommended to Council that

- 1) Friends of the Chapeltown Park be provided with a grant for £1,000 towards a handrail for the Chapeltown Park (Proposed by Councillor David Ogle and Seconded by Councillor John Housley, five in favour).
- 2) Thorncliffe Community Sports be awarded up to £800 to be used for 12 months insurance cover for the Group (Proposed by Councillor Carol Levery and Seconded by Councillor Victoria Bowden, four in favour).
- 3) Chapeltown in Bloom – that the Council purchase and gift Chapeltown in Bloom with 4 self-watering planters and that a Parish Plaque be placed on each one (Proposed by Councillor Carol Levery and Seconded by Councillor John Brownrigg, four in favour).
- 4) **The Council suspends Financial Standing Orders to accept the single quote for the 4 self-watering planters as this quote was derived following a procurement process by Chapeltown in Bloom.** (Proposed by Councillor David Ogle and Seconded by Councillor John Brownrigg, five in favour).

**2020/035
(F&P)**

Community Infrastructure Levy

1. 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.

This was considered by members. It was noted that this had been previously discussed by the Committee where it was considered that this should be spent on refurbishment of the climbing frame at Mortomley Park as part of the overall improvements to Mortomley and Angram Park. Councillors still considered this to be their priority improvement support through this fund. Councillor David Ogle made reference to other suitable Council funds that could be used to support this project.

2. To consider its strategic priorities for spending of the Council's share of any CIL payments for 2020/2021 and 2021/22

It was explained that the Council may receive a further CIL payments for the coming financial year as well as for the next financial year. The Clerk explained that the amount forecast for the next financial year was greater for this financial year, a view shared by Councillor Alan Hooper (who was attending the meeting in an informal capacity). The Council may wish to consider strategic priorities for the coming year in accordance with the government guidelines on the types of activities which CIL could be spent on by parish councils. The general view was that the priority should continue to be the improvement of play area equipment. The Clerk was also to seek the views of all Councillors on specific parks or play equipment that could be improved during the next financial year using the Council's share of CIL.

3. To receive a general update on the Levy especially in the context of the Government's current proposed reforms to the planning system

It was noted that none of the current proposed reforms of the planning system would affect parish council's share of CIL, including that they may receive a further CIL payment/share (25% up from 15%) for those parish councils that have an approved Neighbourhood Plan.

Proposed by Councillor David Ogle and Seconded Councillor Victoria Bowden, and
RESOLVED: It is recommended to Council that

	<p>1) £4,400 from the CIL from this financial year be provided to Sheffield City Council for the refurbishment of the climbing frame at Mortomley Park as part of the overall improvements to Mortomley and Angram parks.</p> <p>2) All Councillors are contacted for their suggestions on specific parks or play equipment that could be improved during the next financial year using the Council's share of the CIL.</p> <p style="text-align: right;">(5 in favour)</p>
<p>2020/036 (F&P)</p>	<p><u>Polices for Review</u></p> <p>The draft Corporate Risk Assessment 2020/21 and Flag Policy and Procedures were considered. The Clerk explained that it was a legal requirement for a parish council to undertake a risk assessment on an annual basis.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor John Housley, and</p> <p>RESOLVED: That it is recommended to Council that the Corporate Risk Assessment 2020/21 and Flag Policy and Procedures be approved.</p> <p style="text-align: right;">(5 in favour)</p>
<p>2020/037 (F&P)</p>	<p><u>Quotations for Consideration</u></p> <p>The Clerk explained that three quotations had been obtained (and circulated to members) to provide a payroll service for the Council. These were then discussed. The Clerk was asked whether this should be discussed in private. He considered that in the absence of any public and press in attendance he was happy for it to be considered. The financial and other benefits of outsourcing the payroll was emphasised by Councillor John Brownrigg and others.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Carol Levery, and</p> <p>RESOLVED: That it is recommended to Council that AUTELA be appointed to provide a payroll service for the Council based on the quotation they provided.</p> <p style="text-align: right;">(5 in favour)</p>
<p>2020/038 (F&P)</p>	<p><u>Updates on ongoing projects and activities</u></p> <p><u>Community Room Refurbishment and next steps</u></p> <p>A verbal update was provided by the Clerk on the Community Room refurbishment and next steps. He explained that Councillors and hall users had been invited to view and comments on the plans for the refurbished community room. The feedback received was positive. The next step was to clarify whether the proposed works required planning approval. Options for hall users while the refurbishment was being undertaken was discussed.</p> <p><u>Safe use of the Parish Offices and the reopening of the Community Room</u></p> <p>The Clerk updated Councillors on steps being undertaken to ensure the safe use of the Parish Offices and the reopening of the Community Room in response to the Covid pandemic. Reference was made that the internal space within meeting room may need to be reconfigured including the removal of a table so that could be safely used in accordance with COVID rules.</p> <p><u>War Heroes project</u></p> <p>Councillor David Ogle gave a verbal update on the War Heroes Project. He had spoken to an officer at Sheffield City Council parks team about the suitable siting of the memorial in the Mortomley Park as well as representatives from High Green in Bloom. They were very supportive. The intention was that once this had progressed further a working group would be established to take it forward. He also explained that he intended to change the working title of the project to the Armed Forces Memorial project.</p> <p>Reference was also made by Councillor John Housley about the preparation for the</p>

	<p>Remembrance Sunday Wreath Laying in November especially in light of Covid restrictions.</p> <p><u>Appointment of Internal Auditor</u></p> <p>The Clerk gave a brief report on progress with the process for reviewing the Internal Audit Service for the Council. He stated that this would be the subject of a more detailed report for the next meeting of the Committee.</p> <p><u>Council's Information Technology Systems, including emails</u></p> <p>The Clerk gave a verbal report. He explained that he had spoken to Councillor Paul Swift on planned and necessary improvements to the systems. These improvements were then discussed. It was the general view that the improvements to the Council's Information Technology Systems, including emails should be a high priority.</p> <p><u>Councils CCTV system</u></p> <p>The Clerk gave a brief update. Again, he stated that this would be the subject of a more detailed report for the next meeting of the Committee, including seeking three quotes.</p> <p><u>High Green David Chadwick Fund, Capital Fund Project</u></p> <p>A verbal report was provided by Councillor David Ogle. He explained that he was seeking £10,000 to move the MUGA from Thorncliffe Park to Angram Play Park, plus adding two new ramps to Angram Bank skate park. He said that the proposal had the general support of officers from Sheffield City Council's parks team and the Thorncliffe Community Sports Charity (who owned the MUGA). He added that it was presently poorly located and a magnet for anti-social behaviour.</p> <p>RESOLVED: That it is recommended to Council that:</p> <ol style="list-style-type: none"> 1) Improvements to the Council's Information Technology System's (including emails) is a high priority for action by the Council (Proposed by Councillor John Brownrigg and Seconded by Councillor Carol Levery, 5 in favour). 2) £10,000 be allocated from the High Green David Chadwick Fund towards moving the MUGA from Thorncliffe Park to Angram Play Park, plus adding two new ramps to Angram Bank skate park (Proposed by Councillor David Ogle and Seconded by Councillor Carol Levery, 5 in favour).
<p><u>2020/039</u> <u>(F&P)</u></p>	<p><u>Date and Time of Future Meetings</u></p> <p>It was noted that the date of the next scheduled Committee meeting was on Thursday 8 October 2020 at 6.30pm. Reference was made to the benefits of timing and aligning meetings more closely with Full Council meetings. Councillor John Brownrigg and Councillor Victoria Bowden both recommended that they should take place a week or two weeks before Full Council meetings. It was agreed that this should be explored further with the Chairman and Vice Chairman of the Committee.</p>
<p><u>2020/040</u> <u>(F&P)</u></p>	<p><u>Closure of meeting</u></p> <p>The Chairman closed the meeting at 8.12.</p>