



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 16 December 2020 via Zoom Video Conference**

Commenced: 6.30pm - Concluded: 7.38pm

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

Absent Councillors. Terence Bawden and Gary Lakin.

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

Members of the Public. Six members of the public.

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

<p><u>2020/069</u> <u>(F&P)</u></p>	<p><u>69: Apologies and Reasons for Absence</u></p> <p>The Clerk explained that he had received an apology from Councillor Gary Lakin due to health-related issues.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor Kate Guest, and RESOLVED: That the apologies of absence and reasons given by Councillor Gary Lakin be received and accepted.</p> <p style="text-align: right;">(4 in favour)</p>
<p><u>2020/070</u> <u>(F&P)</u></p>	<p><u>70: Declarations of Interests</u></p> <p>There were none.</p>
<p><u>2020/071</u> <u>(F&P)</u></p>	<p><u>71: Exclusion of Press and Public</u></p> <p>The Clerk explained that he considered that there were two 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. These were items 2020/077 Grant Applications and 2020/078 Community Infrastructure Levy.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and RESOLVED: That the press and public be excluded from items Grant Applications 2020/077 (F&P) and Community Infrastructure 2020/078 (F&P).</p> <p style="text-align: right;">(5 in favour)</p>

<p><u>2020/072</u> <u>(F&P)</u></p>	<p><u>72: Public Participation Session</u></p> <p>A member of the public commended the Council, and the officer who led on this, on their work and dedication in preparing the accounts to be considered as item 2020/073 (F&P). They had done a good job, and she appreciated how much effort must have gone into this.</p>
<p><u>2020/073</u> <u>(F&P)</u></p>	<p><u>73: Finance and Premises Committee Minutes</u></p> <p>Councillor Kate Guest provided a brief overview of the approved minutes and matters arising of the meeting held on 18 November 2020.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Victoria Bowden, and RESOLVED: That the minutes of the Finance and Premises Committee held on 18 November 2020 be approved.</p> <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/074</u> <u>(F&P)</u></p>	<p><u>74: Update on the Accounts of the Council</u></p> <p>The Clerk (and Responsible Financial Officer) provided a verbal and written report regarding the financial affairs of the Council. He explained that this included the cashbook, account/bank reconciliation and management accounts for each month from April 2020 to November 2020. He stated that normally some of these would have been presented earlier but this had been delayed for various reasons including sickness, and delays in the appointment of key staff. He explained that it had been drawn to his attention by the Chairman of the Finance and Premises Committee and others that there were some minor technical issues with some of the coding of some of the payments; these would be addressed and did not, however, affect the overall balances or reconciliation. The Chairman congratulated and thanked the Council staff, especially the Administration Officer, for their dedication and efforts in undertaking this update.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Victoria Bowden, and RESOLVED: That subject to the minor technical changes highlighted above being made, the cashbook, account/bank reconciliation and management accounts for: -</p> <ol style="list-style-type: none"> 1. April 2020 2. May 2020 3. June 2020 4. July 2020 5. August 2020 6. September 2020 7. October 2020 8. November 2020 <p>be endorsed.</p> <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/075</u> <u>(F&P)</u></p>	<p><u>75: Payments for Approval</u></p> <p>The Clerk gave a brief verbal and written report (attached as item 75a) of payments between 15 November and 7 December requiring approval or which the Clerk had made under delegated powers available to him.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Victoria Bowden, and RESOLVED: That the schedule of payments dated 1/11/20-7/12/20 and shown below as Appendix A and Appendix B be endorsed and payments requiring Council approval be recommended to Council for approval.</p> <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/076</u> <u>(F&P)</u></p>	<p><u>76: Challenge to Council's accounts for 2019/2020</u></p>

	<p>The Clerk led on this. He explained that, as reported to the Full Council at its meeting of 3 December 2020, the Council had been notified by SBA, its external auditor, that the Council's accounts for 2019/2020 had been the subject of a challenge by a parishioner. In response to this, Full Council had resolved that the Finance and Premises Committee establish a small task group from members of the Finance and Premises Committee and officers of the Council to lead the investigation, report on and resolve the challenge to the Council's accounts for 2019/2020.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor Victoria Bowden, and RESOLVED: That Councillor Kate Guest, Councillor John Brownrigg, and Councillor David Ogle, with the support of the Clerk, form a sub-committee to investigate, report on, and resolve the challenge to the Council's accounts for 2019/2020 and that Councillor Kate Guest should be its Chairman.</p> <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/077</u> <u>(F&P)</u></p>	<p><u>77: Grant Applications</u></p> <p>The Clerk confirmed that the Council had received one grant application from the Chapeltown Silver Prize Band. This was considered.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and RESOLVED: That it is recommended to Council that Chapeltown Silver Prize Band be granted an award of £869.46 to enable the band to meet and play safely during the COVID 19 pandemic.</p> <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/078</u> <u>(F&P)</u></p>	<p><u>78: Community Infrastructure Levy</u></p> <p>The Clerk reported that following the Council's decision to spend its share of any CIL receipts, which he anticipated to be about £8,500 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 on spending proposals. The proposals were then outlined.</p> <p>This included a detailed proposal the Council had received in respect of improvements to Charlton Brook open space. This multi-agency project led by Sheffield City Council would see, amongst other things, the refurbishment of the BMX track and provision of litter bins/seats and other minor improvements. They were seeking £4,270 for the Parish Council's share of CIL but added that this would still leave a shortfall of about of £5,270 in the overall project cost of about £20,000.</p> <p>Councillor Alan Hooper (attending as a member of the public) stated there was a possibility that the Council would receive an additional CIL payment from Sheffield City Council this financial year.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and RESOLVED: That: -</p> <ol style="list-style-type: none"> 1. It is recommended to Council that £4,270 from the CIL receipts for the financial year 2020/21 be allocated to the Charlton Brook Open Space project being led by Sheffield City Council. 2. It is recommended to Council that the residual amount of approximately £4,000 be allocated in principle to the Burncross Action Team for a project at Foxfield Wood/Mackenzie Crescent open space subject to further details about the proposal. 3. The Clerk be asked to investigate what further financial support the Council could offer to bridge all or some of the £5,270 shortfall in the overall cost of the Charlton Brook Open Space project. <p style="text-align: right;">(5 in favour)</p>

<p><u>2020/079</u> <u>(F&P)</u></p>	<p><u>79: To consider a proposal to create an Ecclesfield Parish COVID Recovery Fund (major grant programme) for the Financial Year 2021/22</u></p> <p>The Clerk led on this. He explained that COVID has had a devastating effect on the economy and well-being of Ecclesfield and the whole country. This included that the Council had been unable to deliver its normal range of services and this has had a consequent effect on the budget and spending profile. Following discussions, he was proposing that: -</p> <ul style="list-style-type: none"> • The Parish Council creates a fund to be known as ‘The Ecclesfield Parish Council Covid Recovery Fund’, in line with its statutory powers. • That at least £25,000 is allocated to the fund for the financial year 2021/22 for major grants. • The Council reserves the right to increase the amount allocated to this fund after taking account of the needs of the other aspects of the Council’s commitments and aspirations for the financial year 2021/22. • If agreed in principle, the Clerk would develop detailed policies and procedures for the Fund’s operation before its commencement in April 2021 for consideration by the Council. <p>Proposed by Councillor John Housley and Seconded by Councillor David Ogle, and RESOLVED: That it is recommended to Council that:</p> <ol style="list-style-type: none"> 1. It supports in principle the creation of an Ecclesfield Parish Council COVID Recovery fund (major grant programme) commencing in April 2021 with an indicative budget of at least £25,000. 2. Subject to the approval of 1, the Clerk be asked to develop detailed policies and procedures for its introduction for consideration before April 2021. <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/080</u> <u>(F&P)</u></p>	<p><u>80: Notice Board Improvements</u></p> <p>The Clerk gave an overview of the progress of the review. He explained that the various comments received from Councillors for improvements and enhancements had been collated and mapped. The intention was to invite all Councillors to view these for consideration before they came next to the Finance and Premises Committee. He also explained that he intended to include a specific budget heading for this activity in the draft Council budget for the next financial year.</p>
<p><u>2020/081</u> <u>(F&P)</u></p>	<p><u>81: Council’s Information Technology Systems, including emails</u></p> <p>The Clerk gave a verbal report on progress with the necessary improvements. He explained that these were progressing well.</p> <p>A discussion then took place on the Council’s email system. It was noted that the Council was using both Gmail and outlook systems. It was agreed that it would be more efficient if the Council moved to have a single email system.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That the Councils’ preferred email provider and the system is Microsoft Outlook, and this should be actioned as soon as possible.</p> <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/082</u> <u>(F&P)</u></p>	<p><u>82: Date and Time of Future Meetings</u></p> <p>The Clerk explained that there was an issue with officer support with the tentative date suggested for the next scheduled Committee meeting, which was Wednesday 20 January 2021. It was agreed that the Clerk liaises with the Chairman and Vice Chairman about a suitable date for the next meeting in January.</p>

Appendix A: PAYMENTS LIST FOR APPROVAL from 15th November 2020 – 7th December 2020

Date	Payee Name	Description	Ref	Amount
20.10.20	CPRE	Annual renewal	BACS	£36.00
9.11.20	Hoey Ainscough Associates	Attendance of meeting	BACS	£72.00
23.11.20	YPO	Stationery	BACS	£92.80
23.11.20	Talk Talk	Broadband charges	DD	£35.40
23.11.20	SLCC	ILCA training	BACS	£118.80
23.11.20	YLCA	Health and Safety training course	BACS	£15.00
26.11.20	PKF Littlejohn	Review of AGAR 2019/20	BACS	£720.00
27.11.20	YPO	Stationery	BACS	£79.80
30.11.20	Npower	Electricity bill – Community Room	DD	£42.52
1.12.20	YLCA	Risk Assessment webinar	BACS	£10.00
2.12.20	Google	GSuite monthly subscription	DD	£73.60
7.12.20	8x8 (voicenet solutions)	Telephone bill – Council office	DD	£60.22
7.12.20	Supake Ltd	IT Support 19.8.20	BACS	£194.02
7.12.20	Rotherham Contract Laundry (paid by Clerk)	Cleaning of school uniforms (School Swapshop)	CASH	£55.20
7.12.20	Rockingham Trophies	Bench plaques	Cheque	£15.00
7.12.20	Townsweb	Updates and alterations to Archive website	Cheque	£1,008.00
7.12.20	Giffgaff	Purchase of Refurbished iphone 7 for Clerk phone	BACS	£169.00
7.12.20	02	Clerk phone and sim 18mth contract – 5gb data, unlimited texts and call	DD	£10.00 mth
7.12.20	Supake	Change over from GMAIL to Microsoft – 16 accounts	BACS	£256 p/a plus VAT

Appendix B: PAYMENTS LIST from 15th November 2020 – 7th December 2020 – PAID BY DELEGATED POWER TO THE CLERK

Date	Payee Name	Description	Ref	Amount
16.11.20	SLCC	ILCA training	BACS	£118.80
16.11.20	Amazon	A3 envelopes	CARD	£9.95
18.11.20	Avery	Ecclesfield Parish Council labels	CARD	£31.50
14.11.20	ICO	Renewal registration	DD	£35.00
23.11.20	Pitney Bowes	Photocopy charges	BACS	£22.67
26.11.20	Amazon	Diary 2021	CARD	£15.99
26.11.20	FMS	Chapelton toilets maintenance - October	BACS	£300.00
26.11.20	FMS	Defib maintenance – October	BACS	£240.00
26.11.20	FMS	War Memorial and EPC Grounds maintenance –	BACS	£120.00

		October		
29.11.20	Find my Past	Renewal of annual subscription	DD	£135.99
4.12.20	FMS	Chapelton toilets maintenance – November	BACS	£300.00
4.12.20	FMS	Defib maintenance – November	BACS	£240.00

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