



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Finance and Premises Committee

SUMMONS AND AGENDA

19th January 2021

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 Monday 25th January 2021**. Please follow this link to join the meeting:

<https://us02web.zoom.us/j/87355643940?pwd=OEwxSkgyUHVzVno5enBiMHBZbIB1dz09>

Meeting ID: 873 5564 3940

Passcode: 623250

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 and Crime Panel Meetings) (England and Wales) Regulations 2020, the public and press may attend the meeting.

Yours sincerely

Andrew Towlerton

Mr Andrew Towlerton

Clerk and Responsible Financial Officer

Ecclesfield Parish Council

Finance and Premises Committee Agenda 25/1/21

Committee Membership*

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

*Substitute members may be appointed in accordance with Standing Order 4v.

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 for the purposes of aiding minute taking.
- All Councillors present are required to state their name prior to the commencement of the meeting.

AGENDA

2020/084 (F&P). Apologies and Reasons for Absence

To note apologies and approve reasons for absence.

2020/085 (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.

2020/086 (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.

2020/087 (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.

2020/088 (F&P). Finance Committee Minutes

To consider the approved Minutes and actions of the Finance Committee meeting held on 16 December 2020 and as approved by the Council (attached as item 88a).

2020/089 (F&P). Update on the Accounts of Council

To receive a commentary from the Clerk and Responsible Financial Officer regarding the financial affairs of the Council, including:

- 1) To confirm the cashbook, account/bank reconciliation, and management accounts for December 2020. (attached as item 89a, 89b and 89c)

2020/090 (F&P). Payments for Approval

To consider the list of payments dated 12/1/2021 to 19/1/2021 and recommend to Council any payments requiring approval (attached as item 90a).

2020/091 (F&P). Grant Applications

To consider, and make recommendations to Full Council, in respect of the grant applications received from the following:

- Apple Tree Childcare (attached as item 91a).
- Chapeltown Forum (attached as item 91b)
- Disability Sports Yorkshire (attached as item 91c)
- Friends of Charlton Brook (attached as item 91d)
- South Yorkshire County Scout Council (attached as item 91e)

2020/092 (F&P). Health and Safety (including fire safety)

- 1) To consider and recommend to Council for approval the draft Health and Safety policy (attached as item 92a).
- 2) To receive a verbal report on progress including training of staff, appointment of qualified lead officer and future inspections.

2020/093 (F&P). Other policies for approval

To receive a commentary on and approve:

- Asset register (2021) (attached as item 93a)

2020/094 (F&P). Disabled Access to the Council Offices

To receive a verbal report on an assessment of disabled access to the Council Offices and consider next steps.

2020/095 (F&P). Grenoside Exhibition Fund

To receive a commentary from the Clerk and Responsible Financial Officer regarding its operation and financial affairs of the Fund, including:

- 1) To confirm the account/bank reconciliation, and management accounts for April 2020 to December 2020. (attached as item 95a and 95b).
- 2) To consider reviewing its procedures and structures and next steps.

2020/096 (F&P). Ward based Grant programme policies and procedures

At its 3 December 2020 meeting the Council agreed that the grant 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. It also asked that further work to be undertaken to develop the policies and procedures guiding it and these be brought to Council for approval prior to its introduction. Attached at item 96a is a discussion document on how this might operate in practice.

2020/097 (F&P). To consider a proposal to create an Ecclesfield Parish Covid Recovery Fund (major grant programme) for the Financial Year 2021/22

At its 21 December 2020 meeting the Council agreed in principle that the Council should introduce a major grant programme to assist. Attached at item 97a is a discussion document on how this might operate in practice.

2020/098 (F&P). Internal Audit

To consider and confirm arrangements for periodic inspection of the Council's financial and other internal controls to confirm that they are effective.

2020/099 (F&P). To confirm the time and date of the first meeting of sub-committee established to investigate, report on, and resolve the challenge to the Council's accounts for 2019/2020.

2020/100 (F&P). Community Room update.

2020/101 (F&P). Date and Time of Future Meetings

To consider and confirm the time and date of the next Finance and Premises Committee meeting which it is proposed should take place on Monday 22 February 2021 at 6.30pm