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Minutes of a Remote Meeting of the Finance and Premises Committee held on Monday 25 January 2021 via Zoom Video Conference

Commenced: 6.30pm - Concluded: 8.16pm

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 Towlerton – Parish Clerk/RFO [minute taker] and Julie Allsop – Administration Officer.

Members of the Public. Five 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. It was reported that the Clerk would be recording the meeting to assist with minute taking.

2020/084 (F&P)	**84: Apologies and Reasons for Absence** The Clerk explained that he had not received any.
2020/085 (F&P)	**85: Declarations of Interests** Councillor John Housley declared an interest in item 2020/91(d) 'Chapeltown Forum Grant Application'. He had sought from and been approved a dispensation from the Clerk to speak but not vote on this item.
2020/086 (F&P)	**86: Exclusion of Press and Public** 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 2020/091 Grant Applications and 2020/100 Community Room update. Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and **RESOLVED:** That the press and public be excluded from items Grant Applications 2020/091 (F&P) and Community Room update 2020/100 (F&P). (5 in favour)
2020/087 (F&P)	**87: Public Participation Session** There were none.
2020/088	**88: Finance and Premises Committee Minutes**

(F&P)	Councillor Kate Guest provided a brief overview of the approved minutes and matters arising from the meeting held on 16 December 2020.
2020/089 (F&P)	**89: Update on the Accounts of the Council** The Clerk provided a verbal and written report regarding the financial affairs of the Council. This included the cashbook, account bank reconciliation and management accounts for December. He explained that the overall budget position was sound. He explained that he, in conjunction with the Chairman, intended to review the amounts the Council held in the various accounts especially in the context of good practice that parish councils should not hold more than £85,000 with one bank or a single investment. Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and **RESOLVED:** That the cashbook, account/bank reconciliation and management accounts for December 2020 be endorsed. (5 in favour)
2020/090 (F&P)	**90: Payments for Approval** The Clerk gave a brief verbal and written report (attached as item 90a to the agenda) of payments between 12 January 2021 and 19 January 2021 requiring approval. Proposed by Councillor David Ogle and Seconded by Councillor Victoria Bowden, and **RESOLVED:** That the schedule of payments dated 12/1/21 to 19/1/21 and shown below at be endorsed and the payments be recommended to Council for approval. (5 in favour)
2020/091 (F&P)	**91: Grant Applications** The Clerk confirmed that the Council had received five grant applications which were considered. Proposed by Councillor David Ogle and Seconded by Councillor John Brownrigg, and **RESOLVED:** That:- 1. It is recommended to Council that Apple Tree Childcare be granted an award of £400.00 towards a CCTV system. (5 in favour) 2. It is recommended to Council that Chapeltown Forum be granted an award of £281.90 for litter picking activities in Chapeltown. (4 in favour) 3. It is recommended to Council that Disability South Yorkshire be granted £1070.00 towards activities aimed at adults who are lonely or isolated in the Parish. (5 in favour) 4. It is recommended to Council that South Yorkshire County Scout Group be awarded £3240.00 towards security measures at Hesley Wood Scout Activity Centre. (5 in favour) 5. It is recommended to Council that Friends of Charlton Brook be awarded £5730.00 towards maintaining and improving Charlton Brook Green Space subject to evidence that the Group holds adequate Public Liability Insurance. (5 in favour) 6. The grant guidance is strengthened to make it clear that to be eligible for a grant a group must hold adequate public liability insurance in its own name and not, for example, via a third party cover. (5 in favour)
2020/092 (F&P)	**92: Health and Safety (including fire safety)** Julie Allsop, the Council's Administration Officer, led on this item. She gave an update on the policies and procedures the Council had introduced or were considering introducing to ensure it complied with health and safety requirements and good practice. This included a draft Health and Safety Policy, training of staff (including first aid) and

	fire, COVID and health safety assessments of the Council offices. She went on to explain that she had successfully undertaken health and safety training and would be acting as the Council's 'competent person' for health and safety issues. The Chairman congratulated and thanked Julie for her efforts and hard work with this and more generally. Proposed by Councillor John Housley and Seconded by Councillor John Brownrigg, and **RESOLVED:** That it is recommended to Council that the Health and Safety Policy be approved. (5 in favour)
2020/093 (F&P)	**93: Other Policies for Approval** Julie Allsop, the Council's Administration Officer, led on this item. She provided a commentary on the draft Asset Register (2021) for the Council, which was then discussed. Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and **RESOLVED:** That it is recommended to Council that the Asset Register (2021) be approved. (5 in favour)
2020/094 (F&P)	**94: Disabled Access to the Council Offices** A verbal report was provided by Julie Allsop on the proposed actions and emerging recommendations to ensure that the council offices were accessible for disabled and other people. It was noted that it had previously been highlighted that there may be issues with disabled access to these offices. This followed an assessment she had undertaken of the council office and community room. Julie was praised for her dedication. It was explained that this would be the subject of a more detailed report downstream and that the Council had earmarked £10,000 in next years budget for this. It was also noted and agreed that this may provide an opportunity to have a real hard look at the layout of the Chamber.
2020/095 (F&P)	**95: Grenoside Exhibition Fund** The Clerk led on this. He provided a verbal and written report regarding the financial affairs of the Fund. This included the cashbook, account bank reconciliation and management accounts for April 2020 to December 2020. He noted that there had been limited financial activity in this financial year mainly due to the COVID pandemic. He explained that it may be timely to review the procedures and structures of the Fund. It was agreed that this was a good idea and that the Clerk should bring his recommendations in this respect to the February meeting of the Committee. Proposed by Councillor Victoria Bowden and Seconded by Councillor David Ogle, and **RESOLVED:** That the cashbook, account/bank reconciliation and management accounts for April to December 2020 for the Grenoside Exhibition Trust Fund be endorsed and recommended to Council for approval. (5 in favour)
2020/096 (F&P)	**96: Ward based Grant policies and procedures** The Clerk explained that at its 3 December 2020 meeting the Council had agreed that the Council's 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. At this meeting, it was also agreed that further work should be undertaken to develop the policies and procedures guiding it and these be brought to Council for approval before its introduction. He then outlined a discussion document he prepared with the input of Councillors on how this might operate in practice.

	This was then discussed. It was noted that the maximum amount that could be awarded was £6000. It was suggested and agreed that the guidance document should make explicit reference to the fact that ward Councillors when commenting on an initial application that they did not predetermine themselves. Proposed by Councillor David Ogle and Seconded by Councillor John Brownrigg, and **RESOLVED:** That subject to the amendment agreed above, the detailed policies and procedures for the Ward based grant (as shown at Appendix 130f) be endorsed and recommended to Council for approval. (5 in favour)
2020/097 (F&P)	**97: To consider a proposal to create an Ecclesfield Parish COVID Recovery Fund (major grant programme) for the Financial Year 2021/22** Following its 21 December 2020 meeting, the Council agreed in principle that the Council should introduce a major grant programme to assist groups to recover from the COVID pandemic. The Clerk gave a verbal and written report on how this might operate in practice. This was then discussed. Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and **RESOLVED:** That the detailed policies and procedures for the Parish Covid Recovery Fund (as shown at Appendix 130g) be endorsed and recommended to Council for approval. (5 in favour)
2020/098 (F&P)	**98: Internal Audit** The Clerk provided an update on the arrangements for the periodic half-yearly internal audit of the Council's financial and other internal controls which was to commence at the end of the month. Proposed by Councillor John Housley and Seconded by Councillor John Brownrigg, and **RESOLVED:** That the arrangements for the periodic internal audit of the Council be noted and agreed. (5 in favour)
2020/099 (F&P)	**99: 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** It was agreed that this meeting should take place on Saturday 13 February 2021 at 10.00am at the council offices. It was suggested and agreed that the complainant be asked to contribute to the investigation.
2020/100 (F&P)	**100: Community Hall update** The Clerk gave a verbal report on progress. Proposed by Councillor John Housley and Seconded by Councillor David Ogle, and **RESOLVED:** That it is recommended to Council that Darren Bates be commissioned to lead the refurbishment of the Community Hall up to and through the tender stage and that a budget of £960 be agreed to facilitate this. (5 in favour)
2020/101 (F&P)	**101: Date and Time of Future Meetings** After discussions, it was agreed that the date of the next meeting should be Tuesday 23 February at 6.30pm.