



**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 Tuesday, 23<sup>rd</sup> February 2021 via Zoom Video Conference**

**Commenced: 6.30pm - Concluded: 8.05pm**

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

**Absent Councillors.** Terence Bawden and Gary Lakin and David Ogle.

**Officers:** Andrew Towleron – Parish Clerk/RFO (minute taker).

**Members of the Public.** Three 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.

<b><u>2020/102</u></b> <b><u>(F&amp;P)</u></b>	<b><u>102: Apologies and Reasons for Absence</u></b>  The Clerk explained that he had not received any.
<b><u>2020/103</u></b> <b><u>(F&amp;P)</u></b>	<b><u>103: Declarations of Interests</u></b>  Councillor Kate Guest declared an interest in item 2020/109 (3) ‘Friends of Ecclesfield Park’. She had sought, and been approved, a dispensation from the Clerk to speak but not vote on this item. Councillor Kate Guest also stated that she would not be chairing this item. Councillor John Housley agreed to act as the Chairman for this item.
<b><u>2020/104</u></b> <b><u>(F&amp;P)</u></b>	<b><u>104: Exclusion of Press and Public</u></b>  The Clerk explained that he considered that there was one item 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. This was item 2020/109 Grant Applications. It was also agreed to move the consideration of the item to the end of the agenda.  Proposed by Councillor Victoria Bowden and Seconded by Councillor John Housley, and <b>RESOLVED:</b> That the press and public be excluded from item Grant Applications 2020/109 (F&P).  <p style="text-align: right;">(4 in favour)</p>

<b><u>2020/105</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>105: Public Participation Session</u></b></p> <p>A member of the public praised Council staff and Councillors on the progress the Council had made in recent months.</p>																																																		
<b><u>2020/106</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>106: Finance and Premises Committee Minutes</u></b></p> <p>Councillor Kate Guest provided a brief overview of the approved minutes and matters arising from the meeting held on 25 January 2021.</p>																																																		
<b><u>2020/107</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>107: Update on the Accounts of the Council</u></b></p> <p>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 the month of January. The overall budget position he explained was sound. He was asked whether he could include budget variances on a monthly basis as part of the update. The Clerk said that he was hopeful that this could be done.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and <b>RESOLVED:</b> That the cashbook, account/bank reconciliation and management accounts for January 2021 be endorsed.</p> <p style="text-align: right;">(4 in favour)</p>																																																		
<b><u>2020/108</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>108: Payments for Approval</u></b></p> <p>1) The Clerk gave a brief verbal and written report on payments between 30 January 2021 and 16 February 2021 requiring approval. A general discussion then took place on these. A question was raised about the invoice received by e-on on the 5.2.2021 for electricity supply to the Office. The Clerk said that he would look into this.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and <b>RESOLVED:</b> That the schedule of payments dated 30/1/21 to 16/2/21 and shown below be endorsed and the payments be recommended to Council for approval.</p> <p style="text-align: right;">(4 in favour)</p> <table border="1" data-bbox="338 1332 1501 2076"> <thead> <tr> <th>Date invoice received</th> <th>Payee Name</th> <th>Description</th> <th>Ref</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>31.1.21</td> <td>Google</td> <td>GSuite monthly subscription</td> <td>DD</td> <td>£73.60</td> </tr> <tr> <td>3.2.21</td> <td>YPO</td> <td>Hand towels case 3x</td> <td>BACS</td> <td>£62.86</td> </tr> <tr> <td>4.2.21</td> <td>B &amp; M Waste</td> <td>Sanitary bins 2x</td> <td>BACS</td> <td>£9.70</td> </tr> <tr> <td>4.2.21</td> <td>Russell Richardson</td> <td>Shredding sacks</td> <td>BACS</td> <td>£59.00 + VAT</td> </tr> <tr> <td>5.2.21</td> <td>e-on</td> <td>Electric – Council office 06.12.20-31.1.21</td> <td>DD</td> <td>£163.98</td> </tr> <tr> <td>5.2.21</td> <td>Redwood Heating</td> <td>Boiler servicing – Council office &amp; Community room</td> <td>BACS</td> <td>£120.00</td> </tr> <tr> <td>8.2.21</td> <td>YLCA</td> <td>Fire Safety training – Admin Asst.</td> <td>BACS</td> <td>£15.00</td> </tr> <tr> <td>9.2.21</td> <td>Look Local</td> <td>Hedgehog Friendly invitation Postcards for Look Local</td> <td>BACS</td> <td>£400 ex VAT</td> </tr> <tr> <td>9.2.21</td> <td>Wybone</td> <td>Bins</td> <td>BACS</td> <td>£3,335.64</td> </tr> </tbody> </table>	Date invoice received	Payee Name	Description	Ref	Amount	31.1.21	Google	GSuite monthly subscription	DD	£73.60	3.2.21	YPO	Hand towels case 3x	BACS	£62.86	4.2.21	B & M Waste	Sanitary bins 2x	BACS	£9.70	4.2.21	Russell Richardson	Shredding sacks	BACS	£59.00 + VAT	5.2.21	e-on	Electric – Council office 06.12.20-31.1.21	DD	£163.98	5.2.21	Redwood Heating	Boiler servicing – Council office & Community room	BACS	£120.00	8.2.21	YLCA	Fire Safety training – Admin Asst.	BACS	£15.00	9.2.21	Look Local	Hedgehog Friendly invitation Postcards for Look Local	BACS	£400 ex VAT	9.2.21	Wybone	Bins	BACS	£3,335.64
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11.2.21	SYPA	Pensions	DD	£892.20
11.2.21	EBay	Pride Flag	BACS	£3.99
15.2.21	Adobe Pro – on behalf of A. Towleron	Purchase of Adobe Pro for one month	BACS	£13.14
15.2.21	e-on	Electric – Community room 25.11.20-31.1.21	DD	£53.29
15.2.21	Pitney Bowes	Photocopying	BACS	£26.18
16.2.21	HMRC	Tax & NI	Cheque	£1,713.23

- 2) To consider a request from the Hedgehog Working Group and recommend to Council that £200 be spent on 100 hedgehog highway signs.

This request was considered. The Clerk said that if Members were minded to endorse this request that the expenditure could be met from the printing budget heading.

Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and **RESOLVED:** It is recommended to Council that £200 be spent on the purchase of 100 hedgehog highway signs.

(4 in favour)

**2020/109**  
**(F&P)**

**109: Grant Applications**

The Clerk confirmed that the Council had received three grant applications. These were then considered.

Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and **RESOLVED:** That: -

1. It is recommended to Council that High Green in Bloom be granted an award of £2,500.00 towards replacement tools and equipment. (4 in favour)
2. It is recommended to Council that High Green Women's Institute be granted an award of £356.67 in support of environmental activities in support of the 'Show the Love' event. (4 in favour)
3. It is recommended to Council that Friends of Ecclesfield Park be awarded £2,837.00 towards more bins and benches in Ecclesfield Park. (3 in favour)

**2020/110**  
**(F&P)**

**110: Litter bin/dog poo bins**

The Clerk explained that at its 4 February 2021 meeting the Council had agreed in principle to purchase (at an approximate cost of £4000) suitably 'badged' litter/dog poo bins to be located in parks and potentially other publicly accessible locations in the Parish, which would then be installed and managed by Sheffield City Council. The Finance and Premises Committee had been asked to explore where funding could be found to support this as there was no specific budget provision for this activity. The Clerk explained that the Council had just secured £2,000 in grant funding in support of the Neighbourhood Plan, which meant that that there was an additional £2000 in the Neighbourhood Plan budget heading and this coupled with forecast underspend in the grants budget heading could be used if the Committee was minded to support the purchase of these bins.

Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and **RESOLVED:** That it is recommended to Council that the Council purchases up to 10 litter bin/dog poo bins, which would then be installed and managed by Sheffield City Council, at an approximate cost of £4000.

(4 in favour)

<p><b><u>2020/111</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>111: Policies for Approval</u></b></p> <ul style="list-style-type: none"> <li>• <b>Draft Disposal Policy</b></li> <li>• <b>Draft Documentation Retention Policy</b></li> </ul> <p>The Clerk provided a commentary on the need and context of these policies, which was then discussed.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor John Housley, and <b>RESOLVED:</b> That it is recommended to Council that the draft Disposal Policy and Document Retention Policy be endorsed by the Finance and Premises Committee and recommended to Council for approval.</p> <p style="text-align: right;">(4 in favour)</p>
<p><b><u>2020/112</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>112: Limited Assurance Review for the year ended 31 March 2020</u></b></p> <p>A verbal report was provided by the Clerk. The Clerk explained that due to a communication issue the Council had missed the deadline for the publication of the final audited accounts statement on the Council’s website. As soon as he was aware of this he had informed the Council’s external auditor. These had now been published on the Council’s website commencing the 2 February and would remain there for a period of a month.</p>
<p><b><u>2020/113</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>113: Internal Audit Inspection January 2021</u></b></p> <p>The Clerk led on this. He provided a verbal report on the progress of the periodic half-yearly inspection, which had commenced in January.</p>
<p><b><u>2020/114</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>114: IT Update</u></b></p> <ol style="list-style-type: none"> <li>1) To receive a progress report on improvements to the Council’s systems.</li> </ol> <p>The Clerk provided a progress report. He explained that progress has been slowed due to the Coronavirus pandemic. The aim was still to have this done for the end of the financial year.</p> <ol style="list-style-type: none"> <li>2) To consider and recommend to Council the purchase of 4 laptops for Council Staff.</li> </ol> <p>This was considered. It was noted that most of the Council laptops were old and generally not fit for purpose especially in the context of the present pandemic and the pressures and emphasis this was placing on remote working. He added that it would be cost-efficient if the Council’s specialist IT supplier ‘Supake’ was to purchase and install these laptops than the Council seeking to do this.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor Victoria Bowden, and <b>RESOLVED:</b> That is recommended to Council that:</p> <ol style="list-style-type: none"> <li>a) 4 laptops are purchased for Council staff at an approximate cost of £2,500 which includes their installation and associated software.</li> <li><b>b) It suspends Financial Regulation 11.1 (h) so that it can purchase these laptops through a single quotation obtained through ‘Supake’ who provide specialist IT services to the Council.</b></li> </ol> <p style="text-align: right;">(4 in favour)</p> <ol style="list-style-type: none"> <li>3) To consider and recommend to Council the purchase of laptops for Councillors.</li> </ol>

	<p>This was also discussed. The Clerk outlined a proposal that would use any underspend in the Council's Members Training and Development budget for this financial year to be used for the purchase of laptops and associated software for Councillors. The main aim he explained was to enable Councillors to undertake their role more effectively, especially as they were increasingly being required to work remotely. He anticipated that the Council would be in a position to purchase 3 or 4 laptops in this financial year.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor John Housley, and <b>RESOLVED:</b> That is recommended to Council that:</p> <ol style="list-style-type: none"> <li>a) Up to 4 laptops (including installation costs and associated software) be purchased for Councillors.</li> <li>b) The budget for this be found from the underspend from the Training and Development budget for 2020/21.</li> <li>c) The laptops are offered first to the Chairman of the Council and Chairman of the Finance and Premises, Planning and the Environment and Staffing Committees. Should there be any remaining, they will then be offered to the Vice-Chairman of the Council and then the Vice-Chairman of the Finance and Premises, Planning and the Environment and Staffing Committees.</li> <li>d) <b>It suspends Financial Regulation 11.1 (h) so that it can purchase these laptops through a single quotation obtained through 'Supake' who provide specialist IT services to the Council.</b></li> <li>e) The Clerk was asked to develop and bring forward costed proposals so that all Councillors who require a laptop in support of their duties the Council is able to offer them one.</li> </ol> <p style="text-align: right;">(4 in favour)</p>
<p><b><u>2020/115</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>115: Correspondence</u></b></p> <p>The Clerk explained that the Council had recently received three grant monitoring forms, which had been attached to the Agenda as items 115a, 115b and 115c. He added that the office was chasing any outstanding grant monitoring forms.</p>
<p><b><u>2020/116</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>116: Community Room Refurbishment update</u></b></p> <p>The Clerk gave a progress report. He explained that the draft tender documents had been prepared and the intention was to issue them shortly in accordance with European, national, and Council rules and regulations. He said that he would be pleased to share these to Councillors; Councillor John Brownrigg expressed an interest in seeing them. It was also agreed to send copies to Councillor David Ogle.</p>
<p><b><u>2020/117</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>117: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the date of the next meeting would be Tuesday 23 March at 6.30pm.</p>