



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS

Telephone: (0114) 2845095/2844771 Fax: (0114) 2869486

Email: admin@ecclesfield-pc.gov.uk

Visit our Website: www.ecclesfield-pc.gov.uk

To All Members of the Finance and Premises Committee

SUMMONS AND AGENDA

18th March 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 Tuesday 23 March 2021**. Please follow this link to join the meeting:

<https://us02web.zoom.us/j/81271871313?pwd=QkFZdHp4emJMWTNraGlzWHNLRCtvQT09>

Meeting ID: 812 7187 1313

Passcode: 145323

One tap mobile

+442034815237,,81271871313#,,,,*145323# United Kingdom

+442034815240,,81271871313#,,,,*145323# United Kingdom

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 23/3/21

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

2020/115 (F&P). Apologies and Reasons for Absence

To note apologies and approve reasons for absence.

2020/116 (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.

2020/117 (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.

2020/118 (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.

2020/119 (F&P). Grant Applications

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

Chapelton Hockey Club (attached as item 119a)
Burncross Action Team (attached as item 119b)

2020/120 (F&P). Finance Committee Minutes

To consider the approved Minutes and actions of the Finance Committee meeting held on 23 February 2021 and as approved by the Council (attached as item 120a).

2020/121 (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:

- To confirm the cashbook, account/bank reconciliation, and management accounts for February 2021 (attached as items 121a, 121b and 121c).

2020/122 (F&P). Payments for Approval

To consider the list of payments dated 22/2/2021 to 17/3/2021 and recommend to Council any payments requiring approval (attached as item 122a).

2020/123 (F&P). COVID Recovery Fund Draft Guidelines and Criteria

Members are asked to consider and approve the COVID Recovery Fund Draft Guidelines and Criteria (attached as item 123a).

2020/124 (F&P). Community Room Refurbishment update.

To receive an update on progress with preparation of the tender documents.
To seek approval to formally commence the tender process including key dates.

2020/125 (F&P). Interim Audit of Accounts for the Year End 31 March 2021

To receive and consider the interim findings (including any recommendations) of the independent Internal Audit of Accounts for the financial year ending 31 March 2021 (attached as item 125a).

2020/126 (F&P). Fire Risk Assessment

To receive a verbal and written report of the independent Fire Risk Assessment of the Council's offices and agree next steps (see also attachment 126a).

2020/127 (F&P). Improvements to the Council Offices

To receive a verbal progress report.

2020/128 (F&P). Grounds Maintenance

To consider the appointment of a contractor to cut the grass and keep the grounds tidy of the Council offices.

2020/129 (F&P). Chapeltown Toilets

To consider the adequacy of the contact arrangements in an emergency or serious business disruption.

2020/130 (F&P) Other Correspondence

To receive commentary on the following correspondence regarding grant monitoring:

- Chapeltown Silver Prize Band
- Lound Junior School
- South Yorkshire County Scout Council

Copies of the correspondence can be provided on request

2020/131 (F&P). Challenge to the Council accounts

To receive a progress report on the activities and progress of the Sub-Committee of the Finance and Premises Committee leading this.

2020/132 (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 20th April 2021 at 6.30pm.