



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

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**To All Members of the Finance and Premises Committee**

## **SUMMONS AND AGENDA**

23rd April 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 Thursday 29 April 2021**. Please follow this link to join the meeting:

<https://us02web.zoom.us/j/85928546929?pwd=eWJwRkFORHc0bWxTMEFibnVJU1ZIQT09>

Meeting ID: 859 2854 6929

Passcode: 005403

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Yours sincerely

*Andrew Towlerton*

Mr Andrew Towlerton

Clerk and Responsible Financial Officer

Ecclesfield Parish Council

### **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.
- Reminded that they are in the 'purdah' period prior to the 6 May 2021 local government election.

### **AGENDA**

#### **2020/133 (F&P). Apologies and Reasons for Absence**

To note any absences.

To approve any reasons for absence.

#### **2020/134 (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.

#### **2020/135 (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.

#### **2020/136 (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.

### **2020/137 (F&P). Grant Applications**

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

1. Thorncliffe Community Sports – Tennis and Bowling Club (attached as item 137a).
2. Thorncliffe Community Sports (attached as item 137b).

NB – Members are reminded that Council agreed at its 14 January 2021 Full Council to allocate £10,000 from the 2021/22 budget in support of each of these projects. Both applications provide details of the projects and which the Council is being asked to release funds in support of.

### **2020/138 (F&P). Finance Committee Minutes**

To consider the approved minutes and actions of the Finance Committee meeting held on 23 March 2021 (attached as item 138a).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted to the minutes prior to the meeting commencing.

### **2020/139 (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 revised cashbook, account/bank reconciliation, and management accounts for January and February 2021 (attached as items 139a, 139b 139c, 139d, and 139e).

### **2020/140 (F&P). Payments for Approval**

To consider the list of payments dated 29/03/2021 to 22/04/2021 and recommend to Council any payments requiring approval (attached as item 140a).

### **2020/141 (F&P). Interim Audit of Accounts for the Year End 31 March 2021**

To receive and consider recommending to Council for approval an action plan following the independent Internal Audit of Accounts for the financial year ending

31 March 2021 (the action plan is attached as item 141a, members are reminded that they previously received a copy of the main report).

**2020/142 (F&P). Improvements to the Council Offices**

To receive a verbal report and action plan (attached at 142a) on suggested improvements to the Council Offices, especially in light of the recent Health and Safety, Fire Risk and Disabled Access assessments of the Council Offices.

**2020/143 (F&P). Update on audit of parish benches**

To receive a verbal progress report.

**2020/144 (F&P). Update on Time Capsule project**

To receive a verbal progress report.

**2020/145 (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.

**2020/146 (F&P). Annual Governance and Accountability Return (AGAR) for the financial year 2020/2021**

To receive a verbal report on key steps and milestones for the AGAR for the financial year 2020/2021.

**2020/147 (F&P) Other Correspondence**

To receive commentary on the following correspondence regarding grant monitoring:

1. Grenoside Community Association Grant Monitoring Form (attached as item 147a)
2. Burncross Action Team (attached as item 147b)
3. Chapeltown Silver Prize Band (attached as item 147c)

**2020/148 (F&P). Community Room Refurbishment update.**

To receive a verbal report from the Clerk on progress with the tender progress and agree next steps.

**2020/149 (F&P). Grounds Maintenance**

To consider making a recommendation to Council with regards to the appointment of a contractor to cut the grass and keep the grounds tidy of the Council Offices.

**2020/150 (F&P). Maintenance of the defibrillators, cleaning service of the toilets and cleaning service of the toilet contract**

To Council's contract for these services is scheduled to be reviewed in October 2021. Members need to consider the process and timescales for the review of the contract. The existing contract is shown as confidential item 150a.

**2020/151 (F&P). Date and Time of Future Meetings**

To consider and confirm the time and date of the next Finance and Premises Committee meeting.