



**Minutes of a Remote Meeting of the Finance and Premises Committee
held on Tuesday, 29 April 2021 via Zoom Video Conference**

Commenced: 6.30pm - Concluded: 7.45 pm

Councillors Present. Kate Guest [Chairman], Terence Bawden, Victoria Bowden, John Brownrigg [Ex-Officio], John Housley [Ex-Officio] and David Ogle.

Absent Councillors. Gary Lakin

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

Members of the Public. Two members of the public.

Chairman's Opening Remarks. Before 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. She reminded Councillors and members of the public that we are in the election purdah period when specific restrictions on communication and activities are in place. It was reported that the Clerk would be recording the meeting to assist with minute taking.

2020/133
(F&P)

133: Apologies and Reasons for Absence

The Clerk explained that he had received one from Councillor Gary Lakin. The reason given for the absence was then considered.

Proposed by Councillor Terence Bawden and Seconded by Councillor Victoria Bowden, and

RESOLVED: That the apology and reason gave by Councillor Gary Lakin be approved.

(4 in favour, 1 against)

2020/134
(F&P)

134: Declarations of Interests

The Clerk explained that he had received a declaration of interest from Councillor John Brownrigg for item 2020/137a (F&P) – Thorncliffe Community Sports – Tennis and Bowling Club. He had granted him a dispensation to speak but not vote on any Council agenda items concerning the consideration of Thorncliffe Community Sports – Tennis and Bowling Club until May 2022, in accordance with the Councils Standing Order (13).

2020/135
(F&P)

135: Exclusion of Press and Public

The Chairman, in consultation with the Clerk, explained that she considered that there were three 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 2020/137 (F&P) Grant Applications, 2020/149 (F&P) Grounds Maintenance and 2020/150 (F&P) Maintenance of the defibrillators, cleaning service of the toilets and

	<p>cleaning service of the war memorial. It was also agreed to move the consideration of these items to the end of the agenda.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor John Brownrigg, and RESOLVED: That the press and public be excluded from items 2020/137 (F&P) Grant Applications, 2020/149 (F&P) Grounds Maintenance and 2020/150 (F&P) Maintenance of the defibrillators, cleaning service of the toilets and cleaning service of the war memorial. (5 in favour)</p>
<p><u>2020/136</u> <u>(F&P)</u></p>	<p><u>136: Public Participation Session</u></p> <p>A question was raised by a member of the public about the process for the approval of payments by the Council and whether this could be streamlined. The Clerk explained that this was being considered as part of the review of the Council's Financial Regulations.</p>
<p><u>2020/137</u> <u>(F&P)</u></p>	<p><u>137: Grant Applications</u></p> <p>The Clerk confirmed that the Council had received two applications.</p> <ol style="list-style-type: none"> 1. Thorncliffe Community Sports – Tennis and Bowling Club. 2. Thorncliffe Community Sports. <p>It was queried whether these were indeed 'grant applications'. This was because both applications were seeking to draw down funding which had been previously agreed in principle by the Council at its meeting on 14 January 2021 where it had agreed to allocate £10,000 and £20,000, respectively from the 2021/22 budget in support of these. The applications provide details of the initial activities which the Council was being asked to release funding in support of. The Clerk agreed that this could be made clearer.</p> <p>The Clerk explained that he had received several questions and queries about the applications including from Councillor Tracey Grantham before the meeting, which he outlined.</p> <p>A wide ranging and detailed discussion then took place on them. These were then considered.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor David Ogle, and RESOLVED: That it is recommended to Council: -</p> <ol style="list-style-type: none"> 1. That it approves the release to TCS Thorncliffe community sports charity £5,000 from the funds allocated in the 2021/22 budget in support of gaining planning permission for the new Tennis and Bowling clubs club house subject to the satisfactory completion of the due diligence process. (4 in favour, 1 against) <p>Proposed by Councillor David Ogle and Seconded by Councillor Victoria Bowden, and RESOLVED: That it is recommended to Council: -</p> <ol style="list-style-type: none"> 2. That it approves the release of £10,000 to TCS Thorncliffe community sports charity in order to remove, refurbish and rebuild the MUGA Multi-use games area in Angram Bank Park in partnership with Sheffield City Council parks (SCCP). <p>A Councillor requested that the vote is recorded:</p>

	For	Against																														
	Councillor Victoria Bowden	Councillor Terence Bawden																														
	Councillor Kate Guest																															
	Councillor John Housley																															
	Councillor David Ogle																															
	Abstained																															
	Councillor John Brownrigg																															
<u>2020/138</u> <u>(F&P)</u>	<u>138: Finance and Premises Committee Minutes</u>																															
	Councillor Kate Guest provided a brief overview of the approved minutes and matters arising from the meeting held on 23 March 2021.																															
<u>2020/139</u> <u>(F&P)</u>	<u>139: Update on the Accounts of the Council</u>																															
	The Clerk provided a verbal and written report regarding the financial affairs of the Council. This included the updated cashbook, account bank reconciliation and management accounts for January and February 2021. The Chairman asked whether these documents could be provided in A3 format. The Clerk confirmed that they could be by request.																															
	Proposed by Councillor John Housley and Seconded by Councillor John Brownrigg, and RESOLVED: That the revised cashbook, account/bank reconciliation and management accounts for January 2021 and February 2021 as shown at appendices 139a, 139b, 139c, 139d and 139e be recommended to Council for approval. <p style="text-align: right;">(5 in favour)</p>																															
<u>2020/140</u> <u>(F&P)</u>	<u>140: Payments for Approval</u>																															
	The Clerk gave a brief verbal and written report on payments for approval between 29 March 2021 and 17 April 2021. He noted that it included one payment to Gazprom which was shown as being for information. This was because the Council was challenging this invoice. Councillor John Brownrigg queried the payment of £224.56 to Business Stream dated 13.4.21 for water to the public toilets. The Clerk said that he would look into this.																															
	Proposed by Councillor David Ogle and Seconded by Councillor John Brownrigg, and RESOLVED: That the schedule of payments dated 29/3/21 to 17/4/21 and shown below be endorsed and the payments be recommended to Council for approval.																															
	PAYMENTS LIST FOR APPROVAL from 22nd February 2021 to 17th March 2021																															
	<table border="1"> <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>22.2.21</td> <td>Firecrest</td> <td>Works to be carried out: Council office</td> <td>BACS</td> <td>£215.00 ex VAT</td> </tr> <tr> <td>26.2.21</td> <td>FMS</td> <td>Chapelton toilets maintenance: February 21</td> <td>BACS</td> <td>£515.00</td> </tr> <tr> <td>26.2.21</td> <td>FMS</td> <td>Defibrillator maintenance: February 21</td> <td>BACS</td> <td>£247.20</td> </tr> <tr> <td>1.3.21</td> <td>YPO</td> <td>Stationery</td> <td>BACS</td> <td>£36.30</td> </tr> <tr> <td>2.3.21</td> <td>YLCA</td> <td>Nimble training course</td> <td>BACS</td> <td>£75.00</td> </tr> </tbody> </table>		Date invoice received	Payee Name	Description	Ref	Amount	22.2.21	Firecrest	Works to be carried out: Council office	BACS	£215.00 ex VAT	26.2.21	FMS	Chapelton toilets maintenance: February 21	BACS	£515.00	26.2.21	FMS	Defibrillator maintenance: February 21	BACS	£247.20	1.3.21	YPO	Stationery	BACS	£36.30	2.3.21	YLCA	Nimble training course	BACS	£75.00
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2.3.21	B&M Waste	Waste services	BACS	£192.50
9.3.21	Personnel Advice & Solution Ltd	Production of questionnaire & Staff interviews 4x – Hoey Review 21	CHEQUE	£480.00
9.3.21	Rotherham Contract Laundry (paid by Clerk)	Cleaning of School uniforms	CARD	£54.40
9.3.21	YPO	Plastic boxes x5 (Uniform Swap Shop)	BACS	£72.54
9.3.21	YPO	Stationery	BACS	£2.34
9.3.21	ITI Electrical	Fixed wire test	BACS	£912.00
12.3.21	SYPA	Pensions: February 21	DD	£879.67
12.3.21	Andrew Towleron Assoc.	Neighbourhood Plan – Consultancy support	BACS	£2,400.00
12.3.21	Amazon Prime Renewal*	Annual subscription	DD	£00.00
17.3.21	Salaries	Salaries: March 21	BACS	£5,095.27
17.3.21	Yorkshire Internal Audit Services	First internal audit of accounts 2020/21	Cheque	£350.00
19.3.21	Pitney Bowes	Photocopying	BACS	£18.72
22.3.21	Supake Ltd	Purchase of 8 laptops, delivery, setup, and installation of laptops on site	BACS	£5,957.86
22.3.21	Supake Ltd	Site visit 17.3.21	BACS	£145.06
22.3.21	HMRC	Tax and NI March 21	Cheque 302736	£1,093.31

*Decided not to renew

PAYMENTS MADE BY DELEGATED POWER TO THE CLERK

Date invoice received	Payee Name	Description	Ref	Amount
2.3.21	Google	GSuite: February 21	DD	£73.60
2.3.21	British Gas	Gas: Council office	DD	£123.81
11.3.21	Sage	Annual renewal	BACS	£234.00

(5 in favour)

<p><u>2020/141</u> <u>(F&P)</u></p>	<p><u>141: Interim Audit of Accounts for the Year End 31 March 2021</u></p> <p>The Clerk reported that Members had previously discussed and agreed on the findings of the Council's internal auditor following the findings from the Interim Audit of Accounts for the Year End 31 March 2021. Building on this the Clerk had developed an action plan (attached as item 141a) detailing the main recommendations and resulting actions. This was then considered.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor John Housley, and RESOLVED: The Action Plan detailing the main recommendations and resulting actions of the Interim Audit of Accounts for the Year End 31 March 2021 and shown as Appendix A be endorsed and recommended to Full Council for approval.</p> <p style="text-align: right;">(5 in favour)</p>
<p><u>2020/142</u> <u>(F&P)</u></p>	<p><u>142: Improvements to the Council Offices</u></p> <p>A verbal report and action plan were provided by the Clerk 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. These improvements had been scaled as A or B in terms of their urgency. Some he explained could be undertaken with limited budget implications some, however, were likely to involve considerable financial and other resources. The Council had allocated a budget of £10,000 in this year's budget to facilitate these improvements. Council staff were working hard to work within this budget. The Clerk said that once he had more detailed costings, he would bring a further report on progress with the Action Plan to a future meeting.</p>
<p><u>2020/143</u> <u>(F&P)</u></p>	<p><u>143: Update on the audit of parish benches</u></p> <p>The Chairman of the Council, Councillor John Housley, led on this. He explained that he had led on the audit, which was now in its finishing stages. He explained that he would be bringing the outcome of the audit including recommendations for new or improved benches to a future meeting. The intention was to bring these recommendations at the same time as the findings of the audit of the Council noticeboards.</p>
<p><u>2020/144</u> <u>(F&P)</u></p>	<p><u>144: Update on the Time Capsule Project</u></p> <p>Councillor John Housley, the Chairman of the Council, provided a progress report. He explained that he purposefully asked that this item be considered after the above item audit of park benches as there was some overlap between these two activities. This was progressing well under the circumstances including work with schools. It was anticipated that the project would commence in September/October to coincide with the schools reopening and, hopefully, easing in the COVID restrictions.</p>
<p><u>2020/145</u> <u>(F&P)</u></p>	<p><u>145: Challenge to the Council accounts</u></p> <p>A verbal progress report was provided by the Chairman. She explained that a meeting had been arranged with the person who made the challenge to discuss the initial findings of the Sub-Committee leading on this and to discuss with her potential next steps.</p>
<p><u>2020/146</u> <u>(F&P)</u></p>	<p><u>146: Annual Governance and Accountability Return (AGAR) for the financial year 2020/2021</u></p> <p>A verbal report was provided by the Clerk outlining key steps and milestones. He explained that while there were some indications that the end of June 2021 deadline for the return may be extended by the Government due to the COVID pandemic it would be wise to work on the basis that this would not be extended. He added that it would be necessary to hold a special meeting of the Full Council in late June to consider and agree the AGAR before</p>

	its submission. That the completion of the AGAR should be the top priority of the Council was noted and agreed.
<u>2020/147</u> <u>(F&P)</u>	<p><u>147: Other Correspondence</u></p> <p>It was explained that the Council had recently received three grant monitoring forms. These were from Grenoside Community Association, Burncross Action Team and Chapeltown Silver Prize Band, details of which had been circulated to members.</p> <p>The Clerk and Councillor Terence Bawden reported that Stronger Minds Together had contacted the Council seeking an extension to the time period to spend their approved grant. This was due to various factors including COVID.</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Terence Bawden, and RESOLVED: That it is agreed that Stronger Minds Together be given a six months extension to spend the grant they have received from the Council.</p> <p style="text-align: right;">(6 in favour)</p>
<u>2020/148</u> <u>(F&P)</u>	<p><u>148: Community Room Refurbishment update</u></p> <p>The Clerk led on this. He explained that following the tendering process the Council had received two quotes to undertake the works. In accordance with Council's Standing Order 18d(v) he was suggesting that he and the Chairman of the Finance and Premises Committee should open the tenders.</p> <p>The Clerk then sought Committee's thoughts on whether the tender should be considered by the Finance and Premises Committee or Full Council in accordance with Standing Order 18d (vi). It was considered that this was best done by Full Council.</p> <p>Reference was also made to the need to contact the groups who normally use the hall to update them on progress. The Clerk agreed to do this.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor Terence Bawden, and RESOLVED: That the Clerk and Kate Guest, Chairman of the Finance Premises Committee. should be approved to open the tenders.</p> <p style="text-align: right;">(6 in favour)</p> <p>Proposed by Councillor Terence Bawden and Seconded by Councillor Housley, and RESOLVED: That the tenders should be considered by Full Council.</p> <p style="text-align: right;">(6 in favour)</p>
<u>2020/149</u> <u>(F&P)</u>	<p><u>149: Grounds Maintenance</u></p> <p>A discussion took place on the arrangements for maintenance of the grounds around the Council offices and the need to appoint a contractor to undertake these works.</p> <p>Proposed by Councillor Terence Bawden and Seconded by Councillor John Housley, and RESOLVED: It is recommended to Council that Facility Maintenance Solutions be appointed to undertake the maintenance of the grounds around the Council Offices for the period 2020/2021 for a fee of £480.</p>
<u>2020/150</u> <u>(F&P)</u>	<p><u>150: Maintenance of the defibrillators, cleaning service of the toilets and cleaning service of the war memorial</u></p> <p>It was explained that, following an incident, it had been necessary to consider the adequacy of the arrangements in an emergency or serious business disruption. This was then discussed.</p>

	<p>It was agreed in principle that the existing contract should be extended to include an emergency out of hours service where required. The Clerk agreed to approach Facility Maintenance Solutions who currently provide this service to seek a quote for providing this additional service.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor Terence Bawden, and RESOLVED: It is recommended to Council that in principle that Facility Maintenance Solutions be appointed to provide an out of hours service subject to confirmation that they would be willing to provide such a service and of their fee.</p> <p style="text-align: right;">(6 in favour)</p>
2020/151 (F&P)	<p>151: Date and Time of Future Meetings</p> <p>It was confirmed that the date of the next meeting would be provisionally on Thursday 27 May 2021 at 7.00 pm.</p>

Appendix A - ITEM 2020/141 (F&P) - Ecclesfield Parish Council - Internal Audit of Accounts for the Financial Year ending 31 March 2021 Interim Audit – Action Plan.

Report to – Finance and Premises Committee 29 April 2021

The purpose of this paper is to update Council on the proposed actions taken as a result of the independent interim audit of the Council’s financial systems. The Committee is requested to consider the paper and its proposed action with a view to recommending them to Full Council for approval.

Identified Action	Proposed Action	By Whom	By When
Internal Control Objectives – Annual Governance and Accountability Return (AGAR)			
From work carried out at this audit I found that although the latest bank reconciliation statement appeared to indicate that the accounts were balanced, in fact when the information was checked and corrected, they did not. In order to ensure that the internal control objectives are met for 2020/21 these issues must be resolved for the year end accounts.	The Clerk/RFO to ensure that the bank reconciliation statements balance for the year end accounts.	Clerk/RFO	April 2021
Precept			
Although the precept has been properly approved again it is not transparent what amount of money the council are to raise through taxation, and I repeat my recommendation to include the amount for the benefit of those reading the minutes.	The Council to record the precept agreed and requested as an amount in pounds as well as a percentage change.	Clerk/RFO	January 2022
Council Minutes			
During my review of the council’s minutes, I noted that a number of policies and decisions recommended to council by the Finance and Premises committee are subsequently approved. However, this is done by accepting the minutes and recommendations of that committee without any information of the matters resolved. In this format it is not transparent from the	When a Council policy which concerns governance and how the Council is run and managed is recommended for approval by Full Council by a sub-committee then the	Clerk/RFO	Already actioned.

published minutes what the council are actually approving.	minutes from Full Council should specifically state that they are approving that policy.		
Grenoside Exhibition Fund			
The council correctly excludes funds and assets from the council's accounts and asset register. However, I note that at the January meeting of the Finance and Premises committee the charity's business was discussed and it was resolved to take the accounts to the full council meeting for approval.	The Council to ensure that decisions are made and recorded by the charity trustees as a meeting of the trustees.	Clerk/RFO	Already actioned.