



**Minutes of Meeting of the Finance and Premises Committee  
held remotely on Thursday, 15 July 2021**

**Commenced: 7.15 pm - Concluded: 8.49pm**

**Councillors Present.** Councillor Kate Guest (Chairman), Councillor Victoria Bowden, Councillor John Brownrigg (Ex-Officio), Councillor Susan Davidson, Councillor John Housley (Ex-Officio), and Councillor Thomas Sturgess.

**Absent Councillors.** Councillor David Ogle

**Officers:** Laura Tickle – Administration Officer (minute taker) and Andrew Towleron – Parish Clerk/RFO (joined the meeting at 7.57pm).

**Members of the Public.** 1 member of the public.

**Chairman's Announcement**

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, lawful, and safe. It was reported that the Council would be recording the meeting to assist with minute taking.

**2021/36  
(F&P)**

**Item 36: Apologies and Reasons for Absence**

The Administration Officer stated that none had been received.

**2021/37  
(F&P)**

**Item 37: Declarations of Interests**

The Administration Officer stated that no declarations or requests for dispensation had been received.

**2021/38  
(F&P)**

**Item 38: Exclusion of Press and Public**

The Chairman explained there was one item on the agenda which they considered 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 the consideration of item 2021/40 (F&P) Grant Applications.

Proposed by Councillor Victoria Bowden and seconded by Councillor John Housley and  
**RESOLVED:** That the press and public be excluded from the consideration of item 2021/40 (F&P) Grant applications.

(6 in favour)

<p><b><u>2021/39</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 39: Public Participation Session</u></b></p> <p>No questions were raised or received from members of the public.</p>
<p><b><u>2021/40</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 40: Grant Applications</u></b></p> <p>One ward-based grant was considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and  <b>RESOLVED:</b> That it is recommended to Council that High Green Playgroup be awarded a grant of £540.00 for the purchase of a back to nature placement carpet, x4 height adjustable tables and x10 Hille Affinity children’s chairs. The Committee are also recommending that the grant is awarded from the Covid Recovery Fund as the High Green Playground did not reopen after the lockdown ended due to the Pandemic.  (6 in favour)</p>
<p><b><u>2021/41</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 41: 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 24 June 2021.</p>
<p><b><u>2021/42</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 42: Revised Financial Regulations</u></b></p> <p>The revised Financial Regulations were discussed by the Committee.</p> <p>Proposed by Councillor John Housley and seconded by Councillor John Brownrigg and  <b>RESOLVED:</b> That the revised Financial Regulations are recommended to Council for approval.  (6 in favour)</p>
<p><b><u>2021/43</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 43: To consider the Terms of Reference for the Finance and Premises Committee</u></b></p> <p>The Terms of Reference for the Finance and Premises Committee were reviewed and discussed by the Committee.</p> <p>It was discussed that the following amendments be made:</p> <p>Under Aims and Objectives –</p> <ul style="list-style-type: none"> <li>• “The role of the Committee is to consider and approve issues relating to...” Be changed to, “The role of the Committee is to consider, recommend or approve issues relating to...”</li> <li>• “Awards to grants of local organisations over £349”. Be changed to, “Awards to grants of local organisations over £351”.</li> </ul> <p>Under Meeting arrangements and Frequency –</p> <ul style="list-style-type: none"> <li>• “Meetings to commence at 7.30pm”. Be changed to “7.00pm”.</li> </ul> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Susan Davidson and  <b>RESOLVED:</b> That the amendments be made and recommend to Council for approval.  (6 in favour)</p> <p>The Clerk entered the meeting at 7.57pm.</p>

<p><b><u>2021/44</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 44: Annual Governance and Accountability Return and Public Inspection of Accounts for the financial year 2020/21.</u></b></p> <p>The Clerk stated that the Annual Governance and Accountability Return and Accounts for the year ended 2020/21 were all submitted by the deadline. The Public Inspection of Accounts for the year ended 2020/21 has been publicly displayed on the notice board outside the Council office and on the Council website.</p>
<p><b><u>2021/45</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 45: Internal Audit of Accounts for the Year End 31 March 2021</u></b></p> <p>Councillor Kate Guest informed the Committee that the accounts for 2020/21 had passed with the Internal Auditor and had improved significantly since the 2019/20 accounts. Work is still needed to be done on the accounts for 2021/22 to be up to Ecclesfield Parish Councils standard. Overall, it was a good outcome from the Internal Auditor for the accounts 2020/21.</p> <p>Councillor John Brownrigg thanked the Clerk and Staff for all their hard work on the accounts for 2020/21 and the Annual Governance and Accountability Return for 2020/21. Councillor Kate Guest also thanked the Clerk and Staff.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the Internal Audit of Accounts and the recommendations for the accounts 2021/22 be recommended to Council for approval.</p> <p style="text-align: right;">(6 in favour)</p>
<p><b><u>2021/46</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 46: Improvements to the Council's IT systems (including laptops for members)</u></b></p> <p>Councillor Kate Guest informed the Committee that 4 new laptops have been purchased and distributed to Councillors who need them for support with the zoom meetings within the Council. The Committee was also informed by Councillor Kate Guest that another 4 laptops have been purchased and will be delivered to the Council week commencing 19 July 2021. Appointments are to be made with Supake, the Councils IT support, for the laptops to be set up and for Councillors to attend training sessions.</p> <p>Councillor Kate Guest also informed the Committee that the Service Level Agreement in place for the Councils IT Support will be brought to a future finance meeting.</p>
<p><b><u>2021/47</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 47: Unauthorised car parking outside the Council offices.</u></b></p> <p>The Clerk informed the Committee that there has been a couple of incidents in the Councils car park. Cars are parking in the Councils car park and taking up spaces and a visitor to the Council office and a member of Staff have had their cars scratched by other cars which have not been attending the Council office. This is a constant ongoing issue.</p> <p>It was suggested that:</p> <ul style="list-style-type: none"> <li>• The car parking spaces could be widened by losing 2 other spaces as the spaces at present are quite tight when parked.</li> <li>• Number plates of the Staff and Councillors attending the Council Office be painted on the spaces.</li> <li>• Bollards installed.</li> <li>• Chains put across the spaces.</li> </ul> <p>Proposed by Councillor John Housley and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That costings for the Bollards and their installation to be brought back to the next Finance and Premises meeting.</p> <p style="text-align: right;">(6 in favour)</p>

<p><b><u>2021/48</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 48: Other Correspondence</u></b></p> <p>Correspondence was noted by the Committee.</p> <p>Councillor John Housley asked that a place be booked for him for the Allotment Tenancy Agreements and Policies - led by the National Allotment Society (NAS) training session.</p>
<p><b><u>2021/49</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 49: Date and Time of Future Meetings</u></b></p> <p>To note the date and time of the next scheduled Finance and Premises Committee meeting to take place on Thursday 16 September 2021 at 7.00pm.</p>