



Draft minutes are subject to approval at the next Full Council meeting.

**Draft Minutes of Meeting of the Finance and Premises Committee
held remotely on Thursday, 21 October 2021**

Commenced: 7.00pm - Concluded: 8.20pm

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

Absent Councillors. None.

Officers. Laura Tickle – Administration Officer (minute taker).

Members of the Public. Two members of the public present (Councillors Tim Whittaker and Carol Levery both of whom attended on a voluntary basis).

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.

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| <p><u>2021/63</u> <u>(F&P)</u></p> | <p><u>Item 63: Apologies and Reasons for Absence</u></p> <p>There were none.</p> |
| <p><u>2021/64</u> <u>(F&P)</u></p> | <p><u>Item 64: Declarations of Interests</u></p> <p>There were none.</p> |
| <p><u>2021/65</u> <u>(F&P)</u></p> | <p><u>Item 65: Exclusion of Press and Public</u></p> <p>The Chairman explained that she considered that there was one item on the agenda that required the exclusion of the press or public for all or part of their consideration due to the confidential nature of the business to be considered. This item was 2021/67 Grant Application. It was also agreed to move the consideration of the item to the end of the agenda.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and RESOLVED: That the press and public be excluded from item 2021/67 Grant Application. (7 in favour)</p> |

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| <p><u>2021/66</u> <u>(F&P)</u></p> | <p><u>Item 66: Public Participation Session</u></p> <p>There were no questions raised by members of the public.</p> |
| <p><u>2021/67</u> <u>(F&P)</u></p> | <p><u>Item 67: Grant Applications</u></p> <p>1. It was reported that the Council had received one ward based grant application from St Mary's Catholic Primary School, which was then considered.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and RESOLVED: That it is recommended to Council that St Mary's Catholic Primary School be granted an award of £300 for their School Faith Forest, which should come from the Ward Based Grant Programme (High Green Ward). (7 in favour)</p> <p>2. It was explained that the Council had also been asked to consider a request from the North Sheffield History Group to receive their successful grant award of £380 by way of cash payment instead of 'in-kind'.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Thomas Sturgess and RESOLVED: That it is recommended to Council that the North Sheffield History Group be awarded their grant of £380 by way of cash instead of 'in kind' to enable them to purchase a computer. (7 in favour)</p> |
| <p><u>2021/68</u> <u>(F&P)</u></p> | <p><u>Item 68: Finance and Premises Committee Minutes</u></p> <p>The Chairman provided a brief overview of the approved minutes and matters arising from the meeting held on 16 September 2021.</p> |
| <p><u>2021/69</u> <u>(F&P)</u></p> | <p><u>Item 69: Review of Council contracts</u></p> <p>The Chairman and Laura Tickle, Administration Officer, gave an update on the reviews of the Council contracts.</p> <ul style="list-style-type: none"> • Currently the Council use Bagnall and Morris Waste Management and in recent months the Council have been receiving excess waste charges. To end the contract with Bagnall and Morris requires 30 days' notice. The Council has paid up to December 2021. The Council will give notice in writing in December 2021 to end the contract and move over to Veolia. Veolia is a local company, and their charges are much cheaper. • The Council own the Samsung photocopier but are being charged a monthly fee for the photocopies. The monthly payments are being reviewed. • The Telephone contract is being reviewed. • The Fire alarm contract will be discussed at agenda item 2021/72. • The Clerk is looking into the utilities contract. • The Clerk is looking into the IT contract. |
| <p><u>2021/70</u> <u>(F&P)</u></p> | <p><u>Item 70: Notice Board Review</u></p> <p>Councillor John Housley gave a detailed update on his review of Ecclesfield Parish Council noticeboards that are located in the Parish.</p> <p>Councillor John Housley proposed that the Council purchase 5 new closed notice boards, 1 open notice board and re-sites the existing notice board at the Acorn Inn Pub to Ecclesfield Library for the local community groups to use. He was confident that this would come in under the agreed budget. Any excess could be used for maintenance of the notice</p> |

boards should they need it. Councillor John Housley asked the Committee for the go ahead to order 5 brand new notice boards, 1 open notice board and to re-site the notice board from the Acorn Inn Pub at Burncross to Ecclesfield Library for the local community groups to use.

Proposed by Councillor David Ogle and seconded by Councillor John Brownrigg and **RESOLVED:** That it is recommended to Council that it purchases 5 new noticeboards to be sited around the Parish, 1 open notice board and the notice board at the Acorn Inn Pub to be re-sited to Ecclesfield Library for the local community groups to use. (7 in favour)

Councillor John Housley gave a detailed update on his review of Ecclesfield Parish Council benches that are located in the Parish.

In total there are 15 benches owned by Ecclesfield Parish Council. Some of the benches have gone missing or been moved which could be due to them being vandalised or taken out.

The Old Harrow Pub bench in Grenoside may need to be moved due to alterations at the pub.

He proposed that the benches to be purchased by the Council for the parks should be recycled plastic benches and could be installed by Sheffield City Council.

Councillor John Housley proposed that the Council purchase 4 new benches and to have them sited at Mackenzie Park, Mortomley Park, Angram Bank and Grenoside.

Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and **RESOLVED:** That it is recommended to Council that it purchases 4 new benches and sites them at Mackenzie Park, Mortomley Park, Angram Bank and Grenoside. (7 in favour)

Councillor John Housley then updated the Committee on the time capsules to be placed around the local schools and parks in the Parish.

He would like to move this project forward by ordering the time capsules for the local schools and parks.

The schools will also be contacted to see if they would like a time capsule and at the same time parks and the local volunteer groups. Once a figure is known as to how many time capsules need to be ordered, they can be purchased and then distributed.

Proposed by Councillor John Brownrigg and seconded by Councillor David Ogle and **RESOLVED:** That it is recommended to Council that it purchases the various time capsules and contacts the schools, parks, and the local volunteer groups, as outlined above. (7 in favour)

2021/71
(F&P)

Item 71: Chairman's Chain

Laura Tickle, the Administration Officer, informed the Committee that 3 new name boards would need to be purchased for the Chairman's Chain. Once these name boards have been stitched on to the Chairman's Chain, the Chain would then be full, and no more name boards can be added to it. A new Chairman's Chain was approved in 2019/20 along with a display case for the Chairman's Chain to be kept in.

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| | <p>A discussion was had by the Committee regarding the Chairman's Chain noting that it was approved to be ordered in the 2019/20 budget but not included in the 2021/22 budget.</p> <p>It was proposed that the new Chairman's Chain and display cabinet costings be presented at the next Finance and Premises meeting for the budget 2022/23 and a potential Earmarked Reserve for future years to cover a new Chairman's Chain in the years to come.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council that the 3 new name boards be purchased.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Thomas Sturgess and RESOLVED: That it is recommended the new Chairman's chain and display cabinet costings for the budget 2022/23 and a potential Earmarked Reserve for future years be presented at the next Finance and Premises Committee meeting.</p> <p style="text-align: right;">(7 in favour)</p> |
| <u>2021/72</u> <u>(F&P)</u> | <p><u>Item 72: New Fire Alarm for Community Room</u></p> <p>An update was provided by Laura Tickle and Councillor John Housley. It was explained that quotes are being obtained for this including the Council's current fire alarm contractor and the contractor appointed for the Community room refurbishment.</p> |
| <u>2021/73</u> <u>(F&P)</u> | <p><u>Item 73: Other Correspondence</u></p> <p>The grant monitoring forms were noted.</p> <p>Councillor John Brownrigg gave an update on the Thorncliffe Community Sports grant monitoring form noting that a reduction in the premium for insurance to £501.50 meant that a repayment to the Parish Council of £298.50 has been made and is in the Parish Council's bank account.</p> |
| <u>2021/74</u> <u>(F&P)</u> | <p><u>Item 74: Christmas Office Closure</u></p> <p>It was proposed that the Council Offices should close on Friday 17 December 2021 at 12 noon and reopen on Tuesday 4 January 2022 at 9am over the Christmas period.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and RESOLVED: That the Council Office will close on Friday 17 December 2021 at 12 noon and will reopen on Tuesday 4 January 2022 at 9am.</p> <p style="text-align: right;">(7 in favour)</p> |
| <u>2021/75</u> <u>(F&P)</u> | <p><u>Item 75: Date and Time of Future Meetings</u></p> <p>It was confirmed that the date of the next meeting was scheduled for Thursday 18 November 2021 at 7pm.</p> |