



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, 16 September 2021**

Commenced: 7.00pm - Concluded: 9.20 pm

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

Councillor Tim Whittaker also attended on a voluntary basis.

Absent Councillors. None.

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

Members of the Public. Six members of the public.

Chairman’s Announcement

The Chairman, Councillor Kate Guest, opened the meeting. She outlined the procedures for this remote meeting to ensure that it was effective and lawful. She added that the Gypsy and Travellers issues update which the Council at the 19 August 2021 Extra Ordinary meeting had resolved should be considered at this meeting had not been included as it was to be discussed at an Extra Ordinary Council meeting scheduled to take place on 23 September 2021. The Clerk reported that he would be recording the meeting to assist with minute taking.

**2021/50
(F&P)**

Item 50: Apologies and Reasons for Absence

There were none.

**2021/51
(F&P)**

Item 51: Declarations of Interests

The Clerk explained that he had received a declaration of interest from Councillor Kate Guest who had declared an interest in item 2021/154 Community Infrastructure Levy Grants (1) – Friends of Ecclesfield Park. He had granted her a dispensation to speak but not to vote on any Council agenda items concerning the Friends of Ecclesfield Park until May 2023, in accordance with the Councils Standing Order (13). Councillor Kate Guest stated that she would not be chairing this item when it was considered by the Committee.

The Clerk also said that Councillor John Brownrigg had also declared an interest in item 2021/154 Ward Based Grants (2) (F&P) – Thorncliffe Community Sports. He stated that he had previously granted Councillor John Brownrigg a dispensation to speak but not to vote on any Council agenda items concerning the consideration of Thorncliffe Community Sports – until May 2022, again in accordance with the Councils Standing Order (13).

<p><u>2021/52</u> <u>(F&P)</u></p>	<p><u>Item 52: Exclusion of Press and Public</u></p> <p>The Chairman, in consultation with the Clerk, explained that she considered that there were two items 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. These were items 2021/54 Grant Applications and 2021/56 Royal British Legion, local schools and in Bloom Groups Programme. It was also agreed to move the consideration of the items to the end of the agenda.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor David Ogle, and RESOLVED: That the press and public be excluded from items 2021/54 Grant Applications and 2021/56 Royal British Legion, Local Schools and In Bloom Groups programme. (8 in favour)</p>
<p><u>2021/53</u> <u>(F&P)</u></p>	<p><u>Item 53: Public Participation Session</u></p> <p>There were no questions raised by members of the public.</p>
<p><u>2021/54</u> <u>(F&P)</u></p>	<p><u>Item 54: Grant Applications</u></p> <p>The Council had received the following six applications:</p> <p><u>Ward Based Grants</u></p> <ol style="list-style-type: none"> 1. Burncross Action Team. 2. Thorncliffe Community Sports. 3. Grenoside Park Bowling Club. <p><u>Covid Support and Recovery Fund Grants</u></p> <ol style="list-style-type: none"> 1. High Green Musical Theatre Group. 2. Chapelgreen Advice Centre. <p><u>Community Infrastructure Levy Grants</u></p> <ol style="list-style-type: none"> 1. Friends of Ecclesfield Park. <p>It was noted that the grant applications form made reference to CRB checks and that this should be amended to DBS checks.</p> <p>The Administrative Assistant was thanked for providing members with a detailed breakdown on grants awarded by ward from the Ward Based Grants by. It was asked, and the Clerk agreed, that this should be provided to the Committee on a regular basis.</p> <p>These applications were then considered.</p> <ol style="list-style-type: none"> 1. Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council that Burncross Action Team be granted an award of £5,889.22 towards the refurbishment of play equipment of Mckenzie Playground all of which should come from the Ward Based Grant Programme (Chapelstown Ward) bar £1,000 that should come from the COVID Support and Recovery Fund. (8 in favour) 2. Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council that Thorncliffe Community Sports be granted an award of £800 from the Ward Based Grant Programme for help to pay for its insurance. (7 in favour)

	<p>3. Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council that Grenoside Park Bowling Club be granted an award of £422 from the Ward Based Grant Programme towards running a First Aid Awareness Course. (8 in favour)</p> <p>4. Proposed by Councillor John Brownrigg and seconded by Councillor David Ogle and RESOLVED: That it is recommended to Council that High Green Musical Theatre Group be granted an award of £1,900 from the COVID Support and Recovery Fund towards the production of the Sleeping Beauty pantomime in December 2021. (8 in favour)</p> <p>5. Proposed by Councillor Victoria Bowden and seconded by Councillor David Ogle and RESOLVED: That it is recommended to Council that Chapel Green Advice Centre be granted an award of £3470 in support of their activities and that this amount be equally split between the COVID Support and Recovery Fund and Ward Based Grant Programme (Chapelton Ward). (7 in favour)</p> <p>6. Proposed by Councillor John Housley and seconded by John Brownrigg and RESOLVED: That it is recommended to Council that Friends of Ecclesfield Park be granted an award of £11,300 from the Council's share of the Community Infrastructure Levy for more inclusive items of play equipment at Ecclesfield Park. (7 in favour)</p>
<p><u>2021/55</u> <u>(F&P)</u></p>	<p><u>Item 55: Finance and Premises Committee Minutes</u></p> <p>Councillor Kate Guest provided a brief overview of the approved minutes and matters arising from the meeting held on 15 July 2021.</p>
<p><u>2021/56</u> <u>(F&P)</u></p>	<p><u>Item 56: Royal British Legion, Local Schools and in Bloom Groups programme</u></p> <p>It was reported that the Council had budgeted £5,600 in its 2020/21 budget to support the Royal British Legion, and the agreed local schools and 'in Bloom' groups through its 'Christmas Gift' Programme.</p> <p>A discussion then took place on this programme. It was noted that to streamline the process, payments to eligible schools and groups were to be made by BACS transfer rather than by cheque.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor David Ogle and RESOLVED: That it is recommended to Council that the groups and schools supported in 2020/2021 and as shown at Appendix 1 be offered the same amount of funding from the Royal British Legion, Local Schools and local 'in Bloom' Group's programme for the financial year 2021/2022. (8 in favour)</p>
<p><u>2021/57</u> <u>(F&P)</u></p>	<p><u>Item 57: Review of the Council's Utility Suppliers</u></p> <p>The Clerk reported on the outcome of a review of the Council's Utility Suppliers, 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:</p> <ol style="list-style-type: none"> 1. It uses the services of utility broker 'Utility Aid' to provide the Council with the most suitable utility supplier. 2. The Clerk, in consultation with the Chairman of the Council and Chairman of the Finance

	<p>and Premises Committee, be granted delegated power to determine the most suitable utility based on the recommendations of Utility Aid.</p> <p style="text-align: right;">(8 in favour)</p>
<u>2021/58</u> <u>(F&P)</u>	<p><u>Item 58: Review of Council contracts</u></p> <p>The Chairman explained that she, in conjunction with the Clerk and the Administrative Assistant, was undertaking a comprehensive review of all the Council contracts to ensure that they offered value for money and were generally fit for purpose. The outcomes of this review would be reported to Committee.</p> <p>The review had already identified cost savings, including the above Item (2021/57). In addition, it had identified that saving could be made by changing the supplier of its waste management service.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Housley and RESOLVED: That it is recommended to Council that Veolia be commissioned to provide the Council's waste management service.</p> <p style="text-align: right;">(8 in favour)</p>
<u>2021/59</u> <u>(F&P)</u>	<p><u>Item 59: School Uniform Swap Shop</u></p> <p>Councillor John Housley gave a detailed report on the project, including its costs and achievements over the last year. A wide ranging discussion then took place. The general view was that the project had been successful, and should continue, though there was scope to strengthen and streamline some aspects of it. Specific reference was made to that it required a specific budget and project plan especially as it entered its second year. The role and support of local schools was also highlighted as was the need to continue to clean the donated uniforms and scope to enhance use of volunteers (including parish councillors). One specific suggestion was the introduction of a rota involving parish councillors for the cleaning of the donated uniforms, which was agreed.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Housley and RESOLVED: That it is recommended to Council that a specific budget provision of £1,000 be allocated for the School Uniform Swap Shop project for the financial year 2021/22.</p> <p style="text-align: right;">(8 in favour)</p>
<u>2021/60</u> <u>(F&P)</u>	<p><u>Item 60: Unauthorised Car Parking outside Council Offices</u></p> <p>It was reported that this continues to be an issue. The urgency of the need to resolve this prior to the commencement of the refurbishment of the Community Hall was underlined, especially as the contractors would require full access to the car park while undertaking the works.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Housley and RESOLVED: That it is recommended to Council that retractable bollards be erected to prevent unauthorised car parking outside the Council Offices and that a budget of £250 be allocated to facilitate this.</p> <p style="text-align: right;">(8 in favour)</p>
<u>2021/61</u> <u>(F&P)</u>	<p><u>Item 61: Other Correspondence</u></p> <p>It was reported that there was none.</p>
<u>2021/62</u> <u>(F&P)</u>	<p><u>Item 62: Date and Time of Future Meetings</u></p> <p>It was confirmed that the date of the next meeting was scheduled for Thursday 21 October 2021 at 7pm.</p>

Appendix 1

Royal British Legion, local Schools and In Bloom Groups Programme supported in 2020/21 by Ecclesfield Parish Council

Schools

Ecclesfield Primary School	£350.00
Windmill Hill Primary School	£350.00
St Marys Primary School	£350.00
Paces	£350.00
High Green Primary School	£350.00
Greengate Lane Primary School	£350.00
Lound Junior School	£350.00
Lound Infant School	£350.00
Grenoside Community Primary School	£350.00
Coit Primary School	£350.00
Angram Bank Primary School	£350.00
St Thomas More Primary School	£350.00

Total **£4,200.00**

In Bloom Groups

Chapelton in Bloom	£150.00
High Green in Bloom	£150.00
Ecclesfield in Bloom	£150.00
Burncross Action Team	£150.00
Grenoside Community Association	£150.00
Friends of Grenoside Green	£150.00

Total **£900.00**

Royal British Legion

Royal British Legion £350.00

Total **£350.00**

Total Amount **£5,450.00**