



**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: 8.19pm**

**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.** 2 members of the public present.

**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.

**2021/63  
(F&P)**

**Item 63: Apologies and Reasons for Absence**

There were none.

**2021/64  
(F&P)**

**Item 64: Declarations of Interests**

There were none.

**2021/65  
(F&P)**

**Item 65: Exclusion of Press and Public**

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.

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><b><u>2021/66</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 66: Public Participation Session</u></b></p> <p>There were no questions raised by members of the public.</p>
<p><b><u>2021/67</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 67: Grant Applications</u></b></p> <p>The Council had received the following Grant Application:</p> <p><b><u>Ward Based Grants</u></b></p> <p>1. St Marys Catholic Primary School.</p> <p><b>Covid Support and Recovery Fund Grants</b></p> <p>None received.</p> <p>2. To consider the request by the North Sheffield History Group that they receive their successful grant award of £380 by way of cash payment instead of 'inkind'. (Members are reminded that the Council agreed that it would purchase and supply the group with a computer).</p> <p>These applications were considered.</p> <p>Councillor Kate Guest closed the meeting at 8.01pm for private session to discuss St Marys Catholic Primary School grant application.</p> <p>1. Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That it is recommended to Council that St Marys 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. Proposed by Councillor Susan Davidson and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That it is recommended to Council that the North Sheffield History Group be awarded their grant of £380 in cash for them to purchase their computer. (7 in favour)</p>
<p><b><u>2021/68</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 68: 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 16 September 2021.</p>
<p><b><u>2021/69</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 69: Review of Council contracts</u></b></p> <p>Councillor Kate Guest and Laura Tickle, Administration Officer, gave an update to the Committee on the Council contracts.</p> <ul style="list-style-type: none"> <li>• At the moment 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 is 30 days. The Council is paid up to December 2021. The Council will give writing in December 2021 to end the contract and this will be changed over to Veolia. Veolia is a local company and the monthly payment is cheaper.</li> <li>• The Council own the Samsung photocopier but are being charged a monthly fee</li> </ul>

	<p>for the photocopies. The monthly payments are being looked into.</p> <ul style="list-style-type: none"> <li>• Telephone contract is being looked into.</li> <li>• Fire alarm contract will be discussed at agenda item 2021/72.</li> <li>• Clerk is looking into the utilities contract.</li> <li>• Clerk is looking into the IT contract.</li> </ul>
<p><b><u>2021/70</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 70: Notice Board Review</u></b></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 resiting the existing notice board at the Acorn Inn Pub to Ecclesfield Library for the local community groups to use.</p> <p>A discussion was had regarding the budget for the notice boards. As the notice boards come in under budget, the monies left is for the maintenance of the notice boards should they need it.</p> <p>Councillor John Housley asked the Committee for the go ahead to order 5 brand new notice boards and to resite the notice board from the Acorn Inn Pub at Burncross.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor John Brownrigg  <b>RESOLVED:</b> That Councillor John Housley can purchase the new Parish Council noticeboards to be sited around the Parish.  <span style="float: right;">(7 in favour)</span></p> <p>Councillor John Housley gave a detailed update on his review of Ecclesfield Parish Council benches that are located in the Parish.</p> <p>There are 15 benches owned by Ecclesfield Parish Council in total. Some of the benches have gone missing or been moved and this could be due to being vandalised or taken out.</p> <p>The Old Harrow Pub bench in Grenoside may need to be moved due to alterations at the pub.</p> <p>The benches to be purchased for the Parks would be the recycled plastic benches and could be installed by Sheffield City Council.</p> <p>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.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson  <b>RESOLVED:</b> That Councillor John Housley can purchase the new Parish Council benches to be sited around the Parks.  <span style="float: right;">(7 in favour)</span></p> <p>Councillor John Housley updated the Committee on the time capsules to be placed around the local Schools and Parks in the Parish.</p> <p>Councillor John Housley would like to propose to move this project forward in ordering the time capsules for the local Schools and Parks.</p> <p>The Schools will be contacted if they would like a time capsule and the same with the</p>

	<p>Parks and the local volunteer groups. Once a figure is known as to how many time capsules to order, they can be ordered and then distributed.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor David Ogle  <b>RESOLVED:</b> That Councillor John Housley can purchase the time capsules and contact the Schools and Parks.</p> <p style="text-align: right;">(7 in favour)</p>
<p><b><u>2021/71</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 71: Chairman's Chain</u></b></p> <p>Laura Tickle, 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 onto 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 to order along with a display case for the Chairman's Chain to be kept in.</p> <p>A discussion was had by the Committee regarding the Chairman's Chain in that it was approved to be ordered in the 2019/20 budget not the 2021/22 budget.</p> <p>It was proposed that the new Chairman's Chain and display cabinet with 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 Susan Davidson and  <b>RESOLVED:</b> That it is recommended to Council that the 3 new name boards be purchased and</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Thomas Sturgess and  <b>RESOLVED:</b> 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 to cover a new Chairman's Chain in the years to come be presented at the next Finance and Premises Committee meeting.</p> <p style="text-align: right;">(7 in favour)</p>
<p><b><u>2021/72</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 72: New Fire Alarm for Community Room</u></b></p> <p>Quotes are being obtained from the Parish Council's current Fire alarm contractor and the contractor appointed for the Community room refurbishment.</p> <p>Councillor John Housley informed the Committee that the Clerk has asked for quotes from the Companies who the Council went to for the alterations to the Community room.</p>
<p><b><u>2021/73</u></b>  <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 73: Other Correspondence</u></b></p> <p>The grant monitoring forms were noted by the Committee.</p> <p>Councillor John Brownrigg gave an update on the Thorncliffe Community Sports grant monitoring form in that a reduction in the premium for insurance to £501.50 meant that a repayment to Ecclesfield Parish Council of £298.50 has been implemented and is in the Parish Council's bank account.</p>

<p><b><u>2021/74</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 74: Christmas Office Closure</u></b></p> <p>To propose the Christmas Office closure on Friday 17 December 2021 at 12noon and will reopen on Tuesday 4 January 2022 at 9am.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the Office will close on Friday 17 December 2021 at 12noon and will reopen on Tuesday 4 January 2022 at 9am.</p> <p style="text-align: right;">(7 in favour)</p>
<p><b><u>2021/75</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 75: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the date of the next meeting was scheduled for Thursday 18 November 2021 at 7pm.</p> <p>It was confirmed that the date of the next Council meeting was scheduled for Thursday 4 November 2021 at 7.15pm.</p> <p>These were noted by the Committee.</p>

DRAFT