



**Minutes of Meeting of the Finance and Premises Committee  
held remotely on Thursday, 18 November 2021**

**Commenced: 7.00pm - Concluded: 8.10pm**

**Councillors Present.** Kate Guest (Chairman), David Ogle (Vice-Chairman), Victoria Bowden (Item 2021/80 onwards), John Brownrigg (Ex-Officio), Susan Davidson, John Housley (Ex-Officio) and Thomas Sturgess.

**Absent Councillors.** None.

**Officers:** Andrew Towleron - Clerk (minute taker) and Laura Tickle – Administration Officer.

**Members of the Public.** 2 members of the public were 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.

<b><u>2021/76</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 76: Apologies and Reasons for Absence</u></b>  There were none.
<b><u>2021/77</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 77: Declarations of Interests</u></b>  There were none.
<b><u>2021/78</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 78: Exclusion of Press and Public</u></b>  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 was 2021/80 Grant Applications. It was also agreed to move the consideration of the item to the end of the agenda.  Proposed by Councillor Susan Davidson and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That the press and public be excluded from item 2021/80 Grant Applications. <i>(6 in favour)</i>
<b><u>2021/79</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 79: Public Participation Session</u></b>  There were no questions raised by members of the public.

<p><b><u>2021/80</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 80: Grant Applications</u></b></p> <p>The Council had received the following Grant Applications:</p> <p><b><u>Ward Based Grant</u></b></p> <ul style="list-style-type: none"> <li>● Paces Sheffield</li> </ul> <p><b><u>Covid Support and Recovery Fund Grant</u></b></p> <ul style="list-style-type: none"> <li>● Thorncliffe Bowling Club</li> </ul> <p>These applications were considered.</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 Paces Sheffield should receive a grant of £3,300 from the Ward Based Grant Programme towards a ceiling hoist system and the amount allocated be split equally across the Ward allocations.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>2. Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That it is recommended to Council that Thorncliffe Bowling Club be awarded a grant of £3,381 in response to a loss of income due to the COVID Pandemic from the COVID Recovery Fund.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>With regard to the Thorncliffe Bowling Club application, the Council also offered to promote its activities on the Council website and more generally.</p>
<p><b><u>2021/81</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 81: Ward Based Grants 6 Monthly Review</u></b></p> <p>It was reported that at its 3rd December meeting (Minute 2020/090 (5)) the Council agreed that its small grants programme should move to a Ward based approach in the financial year 2021/202 and that the approach should be reviewed before the end of April 2022. As it was approximately six months after the introduction of the new approach, it was considered timely to review its introduction. This was then discussed. The general view was that while it was still in its 'infancy', the new grants system was progressing well both in terms of its purpose as well as its administration. While some tweaks could be made to its administration, no major changes were required at this time. Laura Tickle, the Administration Officer, was asked and offered to provide to all Councillors, a monthly breakdown of expenditure by ward.</p>
<p><b><u>2021/82</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 82: 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 21 October 2021. It was confirmed that quotes were being sought for the Chairman's Chain enhancements (minute 2021/71 F&amp;P) as well as the New Fire Alarm for Community Room (minute 2021/72 F&amp;P). A brief update was also provided on Item Notice Board Review (minute 2021/70 F&amp;P).</p>
<p><b><u>2021/83</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 83: Review of Council Contracts</u></b></p> <p>An update was given on the review of the Council contracts. It was confirmed that this was coming to an end with all the Council contracts reviewed or in the process of being reviewed. The main outstanding ones were in relation to the telephone system and the photocopying service. These were then discussed. It was agreed progress with both should be discussed at the next meeting.</p>

<b><u>2021/84</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 84: Arrangements for the interim (Half Yearly) Audit of Council's Accounts and Governance Systems</u></b></p> <p>The Clerk explained that it was good practice for a Council to undertake a half yearly audit of its accounts and governance systems. Preparations for this had started, but there had been a slight hiccup as the company that provided the Council's audit service had stated that they no longer wished to continue to do so. The Clerk stated that he intended to commence the process to find a suitable replacement as soon as possible. Reference was made that it would be nice if the Council could use a local company to provide this service.</p>
<b><u>2021/85</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 85: Other Correspondence</u></b></p> <p>The grant monitoring forms received by High Green Play Group and Thorncliffe Community Sports were noted by the Committee.</p> <p>The Clerk also reported on progress with the tender for improvements to the Council Offices.</p> <p>Councillor John Housley gave an update on his investigations following a request from the member of the public that the Council should look at bicycle provision in Chapeltown Town Centre.</p>
<b><u>2021/86</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 86: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the date of the next meeting was scheduled for Thursday 16 December 2021 at 7pm.</p> <p>It was confirmed that the date of the next Council meeting was scheduled for Thursday 2 December 2021 at 7.15pm.</p>