



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, 27 January 2022**

Commenced: 7.00pm - Concluded: 7.55pm

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.

Members of the Public. None.

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.

<u>2021/98</u> <u>(F&P)</u>	<u>Item 98: Apologies and Reasons for Absence</u> There were none.
<u>2021/99</u> <u>(F&P)</u>	<u>Item 99: Declarations of Interests</u> There were none.
<u>2021/100</u> <u>(F&P)</u>	<u>Item 100: Exclusion of Press and Public</u> The Chairman explained that she considered that there were four items on the agenda that required the exclusion of the press or public for their consideration due to the confidential nature of the business to be considered. These were items 2021/102 grant applications. It was agreed to move these items for consideration to the end of the agenda. Proposed by Councillor David Ogle and seconded by Councillor John Brownrigg and RESOLVED: That the press and public be excluded from item 2021/102 grant applications. <i>(7 in favour)</i>
<u>2021/01</u> <u>(F&P)</u>	<u>Item 101: Public Participation Session</u> There were none.

<p><u>2021/102</u> <u>(F&P)</u></p>	<p><u>Item 102: Grant Applications</u></p> <p>The Council has received the following four applications:</p> <p>Ward Based Grants</p> <ol style="list-style-type: none"> 1. South Yorkshire County Scout Council <p>Covid Support and Recovery Fund Grant</p> <ol style="list-style-type: none"> 2. High Green Community Shop 3. Chapeltown Playground <p>Community Infrastructure Levy</p> <ol style="list-style-type: none"> 4. Sheffield City Council <p>These applications were considered by the Committee.</p> <ol style="list-style-type: none"> 1. Proposed by Councillor David Ogle and seconded by Councillor Thomas Sturgess and RESOLVED: That it is recommended to Council that South Yorkshire County Scout Council be granted an award of £1,500 towards a 20ft steel shipping container to store equipment and tools which should come from the Ward Based Grants Programme. The funds are to be allocated from the Ward Based Grant Programme across the following wards (Ecclesfield, Chapeltown, Grenoside, High Green and Thornccliffe) the amount apportioned based on the number of Councillors in each of these wards. 2. Proposed by Councillor David Ogle and seconded by Thomas Sturgess and RESOLVED: That it is recommended to Council that the High Green Community Shop be granted an award of £2,460.81 towards a community shop in High Green to provide affordable goods for members of the public, which should come from the Covid Support and Recovery Fund. 3. Proposed by Councillor John Housley and seconded by John Brownrigg and RESOLVED: That it is recommended to Council that the Chapeltown Playgroup be granted an award of £500 towards the rent of the building for 20 sessions of which should come from the Covid Support and Recovery Fund. 4. Proposed by Councillor John Housley and seconded by John Brownrigg and RESOLVED: That it is recommended to Council that Sheffield City Council be granted an award of £4,500 towards the improvements at the Cart Road/Chambers Valley play area, which should come from the Community Infrastructure Levy. <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2021/103</u> <u>(F&P)</u></p>	<p><u>Item 103: 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 16 December 2021.</p>
<p><u>2021/104</u> <u>(F&P)</u></p>	<p><u>Item 104: Appointment of an Internal Auditor</u></p> <p>The Administration Officer informed the Committee that the appointment of an Internal Auditor had gone to tender and only one tender was received. The Committee was given details of the auditor Diane Brown who it was suggested to appoint.</p>

	<p>Proposed by Councillor David Ogle and seconded by Councillor John Housley and RESOLVED: It is recommended to Council that Diane Brown be appointed as the Councils Internal Auditor including undertaking the Year End Accounts and AGAR for 2021-22. <i>(7 in favour)</i></p>																
<p><u>2021/105</u> <u>(F&P)</u></p>	<p><u>Item 105: Financial Matters</u></p> <p>1. Bank Balances as of 18th January 2022</p> <table data-bbox="395 383 1040 685"> <tr> <td>Co op General account</td> <td>£ 60,418.23</td> </tr> <tr> <td>Co op Imprest account</td> <td>£ 3,736.79</td> </tr> <tr> <td>Co op Deposit account</td> <td>£ 10.48</td> </tr> <tr> <td>Grenoside Exhibition account</td> <td>£ 2,607.11</td> </tr> <tr> <td>Scottish Widows account</td> <td>£ 59,863.99</td> </tr> <tr> <td>Unity Trust account</td> <td>£170,374.00</td> </tr> <tr> <td>Black Rock Investments</td> <td>£ 9,878.10</td> </tr> <tr> <td>M & G Investments</td> <td>£ 16,457.86</td> </tr> </table> <p>It was reported to the Committee the bank balances as of the 18th January 2022. It was suggested that some monies from the Unity Trust bank will need to be transferred to a different bank account and monies also from the general account will need to be transferred. It was suggested that other local banks in the Parish area be looked at, as well as interest rates and benefits.</p> <p>The Committee would like this item on the next Council agenda for the February Council meeting as a priority to further discuss the Parish Council bank accounts.</p> <p>2. Banking Mandates</p> <p>The Administration Officer updated the Committee on the change over of signatories for the bank accounts. The Co-op bank accounts have been confirmed with new signatories. The Scottish Widows and Unity Trust accounts need more information, and the new forms will need to be signed. This will be dealt with by the Administration Officer and Councillors who need to sign the forms.</p>	Co op General account	£ 60,418.23	Co op Imprest account	£ 3,736.79	Co op Deposit account	£ 10.48	Grenoside Exhibition account	£ 2,607.11	Scottish Widows account	£ 59,863.99	Unity Trust account	£170,374.00	Black Rock Investments	£ 9,878.10	M & G Investments	£ 16,457.86
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<p><u>2021/106</u> <u>(F&P)</u></p>	<p><u>Item 106: Other Correspondence</u></p> <ul data-bbox="347 1451 1007 1563" style="list-style-type: none"> • Windmill Hill thank you letter • Paces thank you letter • Thorncliffe Bowling Club grant monitoring form <p>These were noted by the Committee.</p>																
<p><u>2021/107</u> <u>(F&P)</u></p>	<p><u>Item 107: Date and Time of Future Meetings</u></p> <p>To note the date and time of the next scheduled Finance and Premises Committee meeting which is scheduled to take place on Thursday 17 February 2022 at 7.00pm.</p> <p>To note the date and time of the next scheduled Council meeting to take place on Thursday 3 February 2022 at 7.15pm.</p>																