



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

**Draft minutes of Meeting of the Finance and Premises Committee
held at the Council Offices on Thursday, 23rd March 2023**

Commenced: 7.15pm - Concluded: 8.30 pm

Councillors Present. Kate Guest (Chairman), Dr. John Bowden (item 2022/88 onwards), Victoria Bowden (item 2022/88 onwards), Susan Davidson, Carol Levery and David Ogle.

Absent Councillors. John Brownrigg and John Housley

Officers: Andrew Towleron – Clerk and Responsible Financial Officer and Laura Tickle – Administrative and Financial Officer.

Members of the Public. None.

Chairman’s Announcement

The Chairman, Councillor Kate Guest, outlined the procedures to ensure that the meeting was effective, lawful and safe.

<p><u>2022/84</u> <u>(F&P)</u></p>	<p><u>Item 84: Apologies and Reasons for Absence</u></p> <p>The Clerk reported that he had received two from Councillor John Brownrigg and Councillor John Housley.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor David Ogle and RESOLVED: That the apology and reasons given for absence by Councillor John Brownrigg and Councillor John Housley be approved.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>
<p><u>2022/85</u> <u>(F&P)</u></p>	<p><u>Item 85: Declarations of Interests</u></p> <p>None were declared.</p>
<p><u>2022/86</u> <u>(F&P)</u></p>	<p><u>Item 86: Exclusion of Press and Public</u></p> <p>The Chairman explained that she considered that there were three items that required all or part exclusion of the press or public due to the confidential nature of the business to be considered. These were: that part of 2022/88 ‘Grant Applications’ dealing with the consideration of the concerned grant applications, 2022/89 ‘Ecclesfield Parish Council Ward Based Grant Programme’ and 2022/90 ‘To consider a request from a parishioner for support</p>

	<p>from the Parish Council concerning the ‘Steal City UK’ project’.</p> <p>It was agreed to move the consideration of these items to the end of the agenda.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor David Ogle and RESOLVED: That the press and public be excluded from that part of item 2022/88 ‘Grant Applications’ dealing with the consideration of the concerned grant applications, item 2022/89 ‘Ecclesfield Parish Council Ward Based Grant Programme 2023/2024’ and item 2022/90 ‘To consider a request from a parishioner for support from the Parish Council concerning the ‘Steal City UK’ project’.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>
<p><u>2022/87</u> <u>(F&P)</u></p>	<p><u>Item 87: Public Participation Session</u></p> <p>There were no questions raised.</p>
<p><u>2022/88</u> <u>(F&P)</u></p>	<p><u>Item 88: Grant Applications</u></p> <p>It was reported that the following applications had been received:</p> <p>Ward Based Grant Programme</p> <ul style="list-style-type: none"> ● Burncross Action Team. ● Ecclesfield Gala. <p>Covid Support and Recovery Fund Grant Programme</p> <ul style="list-style-type: none"> ● Ecclesfield handbell ringers. <p>These were then considered.</p> <p>a) Proposed by Councillor Susan Davidson and seconded by Councillor David Ogle and RESOLVED: That it is recommended to Council that Burncross Action team be offered a grant of £1,500 from the Ward Based grant programme towards the installation costs of an inclusive roundabout (Burncross ward).</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>It was also agreed this project, once finished, and the Council’s support for it, should feature in the parish newsletter, social media and more widely reflect that the Parish Council has provided most of the financial support for this project.</p> <p>b) Proposed by Councillor Victoria Bowden and seconded by Councillor David Ogle and RESOLVED: That it is recommended to Council that Ecclesfield Gala be offered a grant of £1,991 from the Ward Based grant programme towards the costs of the Ecclesfield Gala 2023 (all wards).</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>c) Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council that Ecclesfield handbell ringers be offered a grant of £1,000 from the Covid Support and Recovery Fund Grant Programme for loss of income due to Covid during 2020-21.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>A general discussion then took place about the coordination of the various galas, shows and similar events across the Parish and how the Council could best support them.</p> <p>d) Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and RESOLVED: That it is recommended to Council that a working group should be</p>

	<p>established comprising parish councillors and representatives from the various local groups organising community galas, shows and similar events across the parish supported by Council staff.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<u>2022/89</u> <u>(F&P)</u>	<p><u>Item 89: Ecclesfield Parish Council Ward Based Grant Programme 2023/2024</u></p> <p>It was confirmed that the final budget for Ecclesfield Parish Council Ward Based Grant Programme for 2023/2024 is £48,000.</p> <p>A report was then provided on the indicative year end budget outturn for the Council for the financial year 2022/2023. It was reported that a modest underspend was expected due to various reasons. The Clerk reported that any underspend would be allocated to the contingencies budget heading for the budget for financial year 2023/2024 in accordance with minute (2022/125 (a)). A general discussion then took place on how the resulting monies in the contingency budget could be best used.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and RESOLVED: That it is recommended to Council that:</p> <ul style="list-style-type: none"> (a) £15,000 from the contingencies budget for the financial year 2023/2024 be allocated to the Ward Based Grant Programme (b) £3,000 from the contingencies budget for the financial year 2023/2024 be allocated towards a local commemoration of the 80th anniversary of the D Day landings to take place on 6 June 2024. (c) £2,000 from the contingencies budget for the financial year 2023/2024 be allocated in support of the activities of the working group to be established to help support and coordinate community galas, shows and similar events across the Parish (in furtherance of item 2022/88 (F&P)). <p style="text-align: right;"><i>(5 in favour)</i></p> <p>Councillor Dr. John Bowden left during the consideration of this confidential item.</p>
<u>2022/90</u> <u>(F&P)</u>	<p><u>Item 90: To consider a request from a parishioner for support from the Parish Council concerning the ‘Steal City UK’ project</u></p> <p>It was reported at the most recent Full Council meeting (2nd March 2023) that a parishioner had spoken about an event he is involved in, aimed at helping raise awareness around avoiding knife crime in Sheffield. He has since provided the Clerk with further details about the event, which will take place at the English Institute of Sport Sheffield in May 2023 featuring live music from local artists and DJs, speakers and a basketball competition, and the specific support they are seeking from the Council in support of it. This request and supporting further details were then discussed.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and RESOLVED: That the Council agrees to make a donation of £240 towards the provision of kits for teams participating in the basketball competition at the event to be held on the 13 May 2023 aimed at helping raise awareness around avoiding knife crime in Sheffield as well as generally promoting the event.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2022/91</u> <u>(F&P)</u>	<p><u>Item 91: Interim Internal Audit report for 2022/2023</u></p> <p>The Interim Internal Auditor’s report for the financial year 2022/2023 was considered. It was noted that on the whole it was very positive about the Council’s financial controls, management systems and processes. It had two made recommendations, namely:</p> <ul style="list-style-type: none"> ● The safe be replaced or fixed to improve the security of the cash.

	<ul style="list-style-type: none"> The Clerk clarify why sometimes there are small variations in the amount the payroll system calculates is owed to HMRC and the actual amount sought by HMRC. <p>Reference was made to the quality of the draft and final reports, which the Clerk agreed to take up with the Internal Auditor.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and RESOLVED: That it is recommended to Council that the Interim Internal Audit report for 2022/2023, including recommendations, be approved.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2022/92</u> <u>(F&P)</u></p>	<p><u>Item 92: Review of Council contracts</u></p> <p>Laura Tickle, the Financial and Administrative Officer, provided a verbal report on progress with reviewing the various Council contracts. She explained that these were regularly monitored and went on to outline the upcoming contracts for review as well as the steps being taken to progress these.</p>
<p><u>2022/93</u> <u>(F&P)</u></p>	<p><u>Item 93: Re-opening of Alan Greaves Community Room</u></p> <p>Laura Tickle, the Financial and Administrative Officer, provided a verbal progress report. This covered various issues including bookings and arrangements for the opening and closing of the room. A discussion then took place on the need, and the best ways, to promote the availability of the hall to community groups. Specific reference was made to including an article in either or both Look Local and S35 newspapers, which the Financial and Administration Officer agreed to progress.</p>
<p><u>2022/94</u> <u>(F&P)</u></p>	<p><u>Item 94: Notice boards and benches</u></p> <p>The Clerk gave an update. He explained that he and the Chairman planned shortly to undertake an audit of all the Council owned benches and notice boards, the findings of which would be brought to a future Finance and Premises Committee meeting for consideration.</p> <p>It was also noted that one of the noticeboards in Ecclesfield Park had been vandalised and the need for it to be repaired.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Carol Levery and RESOLVED: That it is agreed that a replacement door rails and polycarbonate for the noticeboard at Ecclesfield Park be purchased from Greenbarnes Limited up to the value of £250 plus VAT.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2022/95</u> <u>(F&P)</u></p>	<p><u>Item 95: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next Finance and Premises Committee meeting is scheduled to take place on Thursday 23rd April 2023 at 7.15 pm at the Council Offices.</p>