



**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, 16<sup>th</sup> February 2023**

**Commenced: 7.15pm - Concluded: 8.45 pm**

**Councillors Present.** Kate Guest (Chairman), John Brownrigg, Victoria Bowden, Susan Davidson, John Housley and Carol Levery.

**Absent Councillors.** David Ogle and Dr. John Bowden

**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><b><u>2022/74</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 74: Apologies and Reasons for Absence</u></b></p> <p>The Clerk reported that he had received two from Councillor Dr. John Bowden and Councillor David Ogle.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the apology and reasons given for absence by Councillor Dr. John Bowden and Councillor David Ogle be approved.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2022/75</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 75: Declarations of Interests</u></b></p> <p>None were declared.</p>
<p><b><u>2022/76</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 76: Exclusion of Press and Public</u></b></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. This were items 2022/78 ‘Grant Applications’ dealing with the consideration of the concerned grant application, 2022/79(c) Re-opening of Alan Greaves Community Room and next steps and 2022/80 ‘Upgrade of the Fire Alarm System to the Council Offices and Community Room’.</p>

	<p>It was agreed to move the consideration of these items to the end of the agenda.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor John Housley and <b>RESOLVED:</b> That the press and public be excluded from that part of item 2022/78 ‘Grant Applications’ dealing with the consideration of the concerned grant application, item 2022/79(c) Re-opening of Alan Greaves Community Room and next steps and item 2022/80 ‘Upgrade of the Fire Alarm System to the Council Offices and Community Room’.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2022/77</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 77: Public Participation Session</u></b></p> <p>There were no questions raised.</p>
<p><b><u>2022/78</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 78: Grant Applications</u></b></p> <p>It was reported that the following applications had been received:</p> <p><b>Ward Based Grant Programme</b></p> <ul style="list-style-type: none"> <li>• Chapeltown W.I.</li> <li>• Ecclesfield Handbell Ringers.</li> </ul> <p><b>Covid Support and Recovery Fund Grant Programme</b></p> <ul style="list-style-type: none"> <li>• Thorncliffe Football Club.</li> </ul> <p>These were then considered.</p> <p>a) Proposed by Councillor Victoria Bowden and seconded by Councillor John Housley and <b>RESOLVED:</b> That it is recommended to Council that Chapeltown WI be offered a grant of £1,000 from the Ward Based grant programme for a tree plaque and funds towards creative workshops (all wards).</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>b) Proposed by Councillor Victoria Bowden and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That it is recommended to Council that Ecclesfield Handbell Ringers be offered a grant of £2,000 from the Ward Based grant programme to replace and repair handbells (Ecclesfield Ward).</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>c) Proposed by Councillor John Housley and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That it is recommended to Council that Thorncliffe Football Club be offered a grant of £3,000 from the Covid Support and Recovery Fund Grant Programme for the repayment of player subs.</p> <p style="text-align: right;"><i>(5 in favour, 1 against)</i></p>
<p><b><u>2022/79</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 79: Re-opening of Alan Greaves Community Room and next steps</u></b></p> <p><u>Bookings</u></p> <p>The Financial and Administrative Officer provided a verbal report on bookings following the re-opening of the Alan Greaves Community Room. She explained that several of the groups that had hired the Hall before its closure due to the COVID pandemic and refurbishment had come back.</p> <p><u>Arrangements for the opening and closing of Community Room outside of core Council Office’s hours.</u></p> <p>This was the subject of a detailed discussion. Reference was made to the urgent need to explore the introduction of an multi-use outdoor digital electronic key safe and with less</p>

	<p>certainty a multi-user digital alarm system.</p> <p>a) Proposed by Councillor Victoria Bowden and seconded by Councillor John Brownrigg and <b>RESOLVED:</b></p> <p>(i) A key deposit of £50 will be required from short-term users (less than 6 sessions) of the Community Hall.</p> <p>(ii) The Parish Council agrees to purchase on an annual basis a Community Building Licence from the Performance Rights Society.</p> <p><u>To consider recommending to Council the approval a suitable body to undertake a re-evaluation (for insurance purposes) of the Community Room</u></p> <p>The Clerk explained that after a tendering process, one quote had been received to undertake a re-valuation of the Room. This was then considered.</p> <p>b) Proposed by Councillor Carol Levery and seconded by Councillor John Housley and <b>RESOLVED:</b> That it is recommended to Council that Renshaw Chartered Surveyors be appointed to to undertake a re-valuation of the Alan Greaves Community Room and Council Offices on the basis of their quote of 31st January 2023.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2022/80</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 80: Upgrade of the Fire Alarm System to the Council Offices and Community Room</u></b></p> <p>The Clerk explained that after a tendering processes three quotes had been received for works associated with the upgrading of the fire alarm system to the Council Offices and Community Room. These were then considered.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That it is recommended to Council that Ashton Alarms be appointed to upgrade the Fire Alarm System to the Council Offices and Community Room on the basis of their quote of 30<sup>th</sup> January 2023.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2022/81</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 81: Time capsules and benches</u></b></p> <p>Councillor John Housley, Chairman of the Parish Council, gave an update. He explained that the time capsules had now been distributed to all the agreed schools. He asked the Clerk to send a reminder to the schools about the need for them to notify the Parish Council about the location where they were buried and formally register them, which he agreed to do.</p> <p>Councillor John Housley added that the condition of some of the benches was poor and may be in need of repair. He agreed to coordinate an audit of them and bring his findings to a future meeting. He also spoke about progress with the fitting of plaques to several benches.</p>
<p><b><u>2022/82</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 82: Other Correspondence</u></b></p> <p>The various grant monitoring forms received were considered and noted.</p>
<p><b><u>2022/83</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 83: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next Finance and Premises Committee meeting is scheduled to take place on Thursday 23<sup>rd</sup> March 2023 at 7.15 pm at the Council Offices.</p>