



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, 25th May 2023**

Commenced: 7.30pm - Concluded: 8.45 pm

Councillors Present. Kate Guest (Chairman), Victoria Bowden, Susan Davidson, John Housley and Adam Hurst.

Absent Councillors. Anthea Brownrigg and Michael Levery.

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

Members of the Public. One.

Chairman’s Announcement

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

The member of the public in attendance reported that they were recording the meeting, which was noted.

**2023/01
(F&P)**

Item 01: Apologies and Reasons for Absence

The Clerk reported that he had received two from Councillors Anthea Brownrigg and Michael Levery.

Proposed by Councillor Susan Davidson and seconded by Councillor John Housley and **RESOLVED:** That the apology and reasons given for absence by Councillor Anthea Brownrigg and Councillor Michael Levery be approved.

(4 in favour, 1 abstained)

**2023/02
(F&P)**

Item 02: Declarations of Interests

None were declared.

**2023/03
(F&P)**

Item 03: Election of Vice-Chairman

This was considered.

	<p>Proposed by Councillor Susan Davidson and seconded by Councillor Kate Guest and RESOLVED: That Councillor John Housley be appointed as Vice-Chairman to the Finance and Premises Committee for 2023-2024.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2023/04</u> <u>(F&P)</u>	<p><u>Item 04: Exclusion of Press and Public</u></p> <p>The Chairman explained that she considered that there was one item that required the exclusion of the press or public due to the confidential nature of the business to be considered. This was 2023/07 Review of Council's grant awarding policies and procedures and next steps.</p> <p>It was agreed to move the consideration of this item to the end of the agenda.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Susan Davidson and RESOLVED: That the press and public be excluded from the consideration of item 2023/07 Review of Council's grant awarding policies and procedures and next steps.</p> <p style="text-align: right;"><i>(4 in favour, 1 Abstained)</i></p>
<u>2023/05</u> <u>(F&P)</u>	<p><u>Item 05: Public Participation Session</u></p> <p>A question was asked about the Council's decision (see above) to exclude the press and public from item 2023/07 Review of Council's grant awarding policies and procedures and next steps. The Clerk explained that, due to the confidential nature of the business to be discussed as part of it, he could not go into detail about the specific reasons, but he could explain in general terms the reasons why. The Clerk added that, in his opinion, the Committee was correct in resolving to treat this as a confidential item.</p>
<u>2023/06</u> <u>(F&P)</u>	<p><u>Item 06: Finance and Premises Committee Minutes</u></p> <p>The various actions from the approved minutes of the 20th April 2023 Finance and Premises Committee meeting were considered.</p> <p>Specific reference was made to Item 100: Chapeltown Toilets Working Party. The Clerk advised that the adjacent room had now been cleared and, as the Council no longer had any use for it, he could now begin the process to return it to Sheffield City Council. This was endorsed.</p> <p>The Clerk also reported that the Chapeltown Toilets had, once again, been the subject of vandalism, which had resulted in the temporary closure of them. It was agreed that the Chapeltown Toilets Working Party should meet again soon to explore and make recommendations on how the security of the toilets could be enhanced.</p>
<u>2023/07</u> <u>(F&P)</u>	<p><u>Item 07: Review of the Council's grant awarding policies and procedures and next steps</u></p> <p>This was the subject of a detailed discussion. It was agreed that a comprehensive review of the grants awarding policies and procedures was required and as a matter of urgency. Also, that this exercise should be a top priority for the Council. A process for undertaking this was then considered and endorsed.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Susan Davidson and RESOLVED: That the Councils grant programme should be temporarily closed to new applications pending the outcome of an urgent review of it.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2023/08</u> <u>(F&P)</u>	<p><u>Item 08: Notice boards and benches</u></p> <p>Councillor John Housley gave a verbal and written report on the outcomes of the audit of Council notice boards and benches he and the Clerk had recently undertaken. Overall, the</p>

	<p>general condition of the notice boards was good. However, many of the benches required some degree of repair and a few appeared to be missing. This was discussed. It was agreed that a fuller detailed report should be provided, including any costs implications.</p> <p>Councillor John Housley also suggested that consideration should be given to dedicating the notice boards, for example, community leaders. The general view was that this was not without merit. He and the Clerk agreed to explore this further and bring their recommendations to a future meeting of the Committee and/or Council.</p>
<p><u>2023/09</u> <u>(F&P)</u></p>	<p><u>Item 09: Other Correspondence</u></p> <p>An update was provided on the various monitoring forms still outstanding. It was noted, that despite numerous reminders, often monitoring forms from groups that had received a grant were still not being returned in a timely manner and not in accordance with the agreed timescales. The full list of groups that had not returned a monitoring form within the prescribed 6 months was then detailed.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Adam Hurst and RESOLVED: That any Group that does not return a required grant monitoring form within the prescribed 6 months should be listed in the minutes until they have done so.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2023/10</u> <u>(F&P)</u></p>	<p><u>Item 10: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next Finance and Premises Committee is scheduled to take place on Thursday 15th June 2023 at 7.15 pm at the Council Offices.</p>