



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

**Draft Minutes of Meeting of the Finance and Premises Committee
held on Thursday 20 July at the Council Offices**

Commenced: 7.30pm - Concluded: 8.40 pm

Councillors Present. Kate Guest (Chairman), Victoria Bowden (item 2023/25 onwards), John Housley, Adam Hurst and Michael Levery.

Absent Councillors. Susan Davidson

Officers: Andrew Towleron – Clerk and Responsible Financial Officer.

Members of the Public. There were four members of the public in attendance.

Chairman’s Announcement

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

A member of the public in attendance reported that they would be recording the meeting.

2023/22
(F&P)

Item 22: Apologies and Reasons for Absence

The Clerk reported that he had received one from Councillor Susan Davidson.

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

(4 in favour)

The Chairman reported that Councillor Anthea Brownrigg had resigned from the Committee. She then read verbatim a letter received by the Council from Councillor Anthea Brownrigg setting out the reasons why she had done this. The Chairman of the Committee, Councillor Kate Guest and the Clerk said that they intended to meet with Councillor Anthea Brownrigg to discuss the contents of the letter.

2023/23
(F&P)

Item 23: Declarations of Interests

None were declared.

<p><u>2023/24</u> <u>(F&P)</u></p>	<p><u>Item 24: Exclusion of Press or 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 item 2023/32 (F&P) 'CIL spending priorities for the Council's share of the Community Infrastructure Levy for 2023/2024 and 2024/2025'.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Michael Levery and RESOLVED: That the press and public be excluded from item 2023/32 (F&P) 'CIL spending priorities for the Council's share of the Community Infrastructure Levy for 2023/2024 and 2024/2025'.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>
<p><u>2023/25</u> <u>(F&P)</u></p>	<p><u>Item 25: Public Participation Session</u></p> <p>Representatives from the St Vincent's Boxing Club asked about the grant monitoring form they had been asked to complete following the successful award of a grant from the Parish Council. The Chairman said that she would look into this. They also mentioned the support the Parish Council and others had provided to them, which the Chairman responded to.</p> <p>Another member of the public raised several questions about the Council's revised small grants programme and proposed large grants programme, which was to be discussed at item 2023/32 (F&P) 'CIL spending priorities for the Council's share of the Community Infrastructure Levy for 2023/2024 and 2024/2025', which again the Chairman responded to.</p>
<p><u>2023/26</u> <u>(F&P)</u></p>	<p><u>Item 26: Finance and Premises Committee Minutes</u></p> <p>The minutes from the approved minutes of the 15th June 2023 Finance and Premises Committee meeting were considered. It was noted that main actions from this meeting were covered later on in the agenda.</p>
<p><u>2023/27</u> <u>(F&P)</u></p>	<p><u>Item 27: To consider monthly accounts schedule and budget update</u></p> <p>A verbal and written report was provided on the budget update and bank reconciliation to the end of May 2023. These reports were welcomed and endorsed.</p>
<p><u>2023/28</u> <u>(F&P)</u></p>	<p><u>Item 28: Outcome of the Audit of Council Notice Boards and Benches</u></p> <p>Councillor John Housley in conjunction with the Clerk provided a verbal and written report on the outcome of the audit of Council notice boards and benches they had recently undertaken. The general position was that the condition of the notice boards was good. Many of the older benches, however, required work, a few also appeared to be missing and most did not have the Parish Council emblem on them. A general discussion then took place on this item. The Clerk was asked to obtain a quote for (i) the required work to the benches and (ii) to have the Council's logo added to all the benches.</p>
<p><u>2023/29</u> <u>(F&P)</u></p>	<p><u>Item 29: Arrangements for the opening and closing of the Community Room out of normal office hours</u></p> <p>The existing arrangements for the opening and closing of the Community Room were considered including in an emergency situation.</p>

	<p>Proposed by Councillor Adam Hurst and seconded by Councillor Victora Bowden and RESOLVED: It is recommended to the Council that the existing contract with FMS be extended to include that they provided a service for the opening and closing of the Community Room in an emergency.</p> <p style="text-align: right;">(5 in favour)</p>
<u>2023/30</u> <u>(F&P)</u>	<p><u>Item 30: Insurance Reinstatement Appraisal for Council Offices and Community Room</u></p> <p>The Clerk provided a verbal report of the main outcomes and recommendations following the independent assessment of the insurance reinstatement value for the building insurance of the Council Offices and adjacent community room. He confirmed that he had notified the Council's insurers of the revised re-instatement value of the Council Offices and adjacent Community Room.</p>
<u>2023/31</u> <u>(F&P)</u>	<p><u>Item 31: Chapeltown Toilets</u></p> <p>The Clerk provided a verbal report on various issues concerning the above. These included the latest incidents on anti-social behaviour and progress with discussions with Sheffield CC on reviewing the existing agreement. He also confirmed that Sheffield CC had confirmed that they would take over responsibility for the 'service' room next door to the toilets.</p>
<u>2023/32</u> <u>(F&P)</u>	<p><u>Item 32: CIL spending priorities for the Council's share of the Community Infrastructure Levy for 2023/2024 and 2024/2025</u></p> <p>A verbal and written report was provided on the proposed process for agreeing spending priorities and associated policies and procedures for the Parish Council's share of the Community Infrastructure Levy for 2023/2024 and 2024/2025. The main proposal was the introduction of a Large Project Programme, in conjunction with the small grants programme. This proposal was then the subject of a wide ranging and detailed discussion, with particular focus on the wording of the draft procedures for the proposed Large Project Programme for 2023/2024.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Michael Levery and RESOLVED: That subject to the agreed amendments being made, the Community Groups Large Project Programme (CIL Supported) 2023/2024 – draft principles be recommended to Council for approval.</p> <p style="text-align: right;">(5 in favour)</p>
<u>2023/33</u> <u>(F&P)</u>	<p><u>Item 33: Grant Monitoring</u></p> <p>An update was provided on the various monitoring forms received and those still outstanding. The ones still outstanding are:</p> <ul style="list-style-type: none"> • Pastways • Friends of Windmill Hill • High Green Athletic Football Club • Friends of Grenoside Park • Thorncliffe and Wentworth Cricket Club • Friends of Grenoside Green • Friends of Lound Academy PTA
<u>2023/34</u> <u>(F&P)</u>	<p><u>Item 34: 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 21st September 2023 at 7.15 pm at the Council Offices.</p>