



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 21st September 2023 at the Council Offices**

Commenced: 7.15pm - Concluded: 9.10 pm

Councillors Present. Kate Guest (Chairman), Victoria Bowden (item 2023/45 onwards), Susan Davidson, John Housley, Adam Hurst and Michael Levery.

Absent Councillors. None

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

Members of the Public. There was one member 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.

The member of the public in attendance reported that they would be recording the meeting. The Clerk and Chairman advised them that filming was only allowed after the formal commencement of the meeting in this instance item 2023/35 onwards.

Public Participation Session

A trustee of Thorncliffe Community Sports outlined the reasons why it had been necessary for the Trust to seek an extension in the time to complete their monitoring form (to be discussed at Item 2023/46 ‘Thorncliffe Community Sports’). A discussion then took place on this request and progress with this activity more generally.

**2023/35
(F&P)**

Item 35: Apologies and Reasons for Absence

The Clerk reported that he had not received any.

**2023/36
(F&P)**

Item 36: Declarations of Interests

None were declared.

<p><u>2023/37</u> <u>(F&P)</u></p>	<p><u>Item 37: Exclusion of Press and Public</u></p> <p>The Chairman explained that she considered that there were two items that required the exclusion of the press or public due to the confidential nature of the business to be considered. This was items 2023/46 (F&P) ‘Grant Monitoring’ and 2023/47 (F&P) ‘Grant Applications for Consideration’.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Adam Hurst and RESOLVED: That the press and public be excluded from items 2023/46 (F&P) ‘Grant Monitoring’ and 2023/47 (F&P) ‘Grant Applications for Consideration’.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2023/38</u> <u>(F&P)</u></p>	<p><u>Item 38: Finance and Premises Committee Minutes</u></p> <p>The approved minutes of the 20th July 2023 Finance and Premises Committee meeting were considered. An update was provided on the few actions not already covered as part of the main agenda.</p>
<p><u>2023/39</u> <u>(F&P)</u></p>	<p><u>Item 39: To consider monthly accounts schedule and budget update</u></p> <p>A verbal and written report was provided on the budget and monthly accounts schedule to the end of July 2023. These were discussed and endorsed. It was agreed that rental income from the Community Hall should be added as an agenda item for the next Finance and Premises Committee meeting.</p>
<p><u>2023/40</u> <u>(F&P)</u></p>	<p><u>Item 40: Christmas Gift Programme for 2023/2024</u></p> <p>The Council’s Christmas Gift Programme for schools, in bloom groups and the local branch of the Royal British Legion was considered. Reference was made to whether this would be reviewed as part of the Council’s budget setting process for the financial year 2024/2025. It was confirmed that this, like all other budget headings, would be.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Adam Hurst and RESOLVED: That the Christmas Gift Programme for 2023/2024 be approved.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2023/41</u> <u>(F&P)</u></p>	<p><u>Item 41: Policies for Approval</u></p> <p>The draft Dedication of Benches and Noticeboards Policy was considered.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor John Housley and RESOLVED: It is recommended to Council that the draft Dedication of Benches and Noticeboards Policy be approved.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2023/42</u> <u>(F&P)</u></p>	<p><u>Item 42: Council Notice Boards and Benches Improvement next steps</u></p> <p>The Clerk in conjunction with Councillor John Housley gave a verbal update. They explained that the recent audit of Council notice boards and benches had highlighted the need for improvements to many of the benches, some required urgent attention. A quote had been provided by FMS services for undertaking these improvements.</p> <p>Proposed by Councillor Michael Levery and seconded by Councillor John Housley and RESOLVED: It is recommended to Council that the £1,800 underspend from the King Charles III Coronation budget be vired for improvements to Council benches.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>

<p><u>2023/43</u> <u>(F&P)</u></p>	<p><u>Item 43: Chapeltown Toilets</u></p> <p>The Clerk provided a verbal report. He explained that incidents of vandalism to the toilets had reduced, and costs associated with its up-keep and running remained within the agreed budget.</p>
<p><u>2023/44</u> <u>(F&P)</u></p>	<p><u>Item 44: Storage of Council materials</u></p> <p>A proposal for the storage of Council materials was considered.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council that a room be hired initially for a one-year period at the Paces Community Campus, High Green for the storage of Council materials at a cost of £840 a year.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2023/45</u> <u>(F&P)</u></p>	<p><u>Item 45: Improvements to the Council Offices</u></p> <p>The Clerk confirmed that the planned improvements to the Council Offices were underway. It was hoped that they would be completed by mid-October.</p>
<p><u>2023/46</u> <u>(F&P)</u></p>	<p><u>Item 46: 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. • High Green Athletic Football Club. • Friends of Grenoside Park. • Friends of Loud Academy PTA. • Grenoside and District Local History Group. • Chapeltown WI. • Ecclesfield Handbell Ringers. • Thorncliffe Football Club (Covid and Ward Based). <p>The Chairman stated that she intended to contact all the above groups regarding their outstanding monitoring forms.</p> <p>Three requests for an extension to submit their grant monitoring were also considered.</p> <ul style="list-style-type: none"> • Thorncliffe Community Sports <p>(a) Proposed by Councillor Michael Levery and seconded by Councillor John Housley and RESOLVED: That it is recommended to Council that Thorncliffe Community Sports be granted an extension of 6 weeks from the date of their request (12th September 2023), i.e., until 24th October 2023 to submit their grant monitoring form.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <ul style="list-style-type: none"> • Chapeltown Hockey Club <p>(b) Proposed by Councillor Adam Hurst and seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council that Chapeltown Hockey Club be granted an extension of 6 weeks from the date of their request (12th September 2023), i.e., until 24th October 2023 to submit their grant monitoring form..</p> <p style="text-align: right;"><i>(6 in favour)</i></p>

	<p>It was also agreed that they be invited to submit a grant application to support the request made that any underspend in the grant they received be used in support of their activities.</p> <ul style="list-style-type: none"> • Thorncliffe and Wentworth Cricket Club <p>(c) Proposed by Councillor John Housley and seconded by Councillor Victoria Bowden and RESOLVED: That it is agreed that Thorncliffe and Wentworth Cricket Club be permitted to the use residual amount from their grant award for the purposes detailed in their Monitoring Form.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>(d) Proposed by Councillor Adam Hurst and seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to the Council that the Grant Programme policy for both large and small grants be amended to enable a group to vire the amount allocated in their grant award for another purpose related to their grant application provided that the amount is for £350 or less and has been agreed by the Finance and Premises Committee.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2023/47</u> <u>(F&P)</u></p>	<p><u>Item 47: Grant Applications</u></p> <p>The two grant applications were considered.</p> <p>a) Proposed by Councillor Mike Levery and seconded by Councillor John Housley and RESOLVED: It is recommended to Council that Chap Community Market be awarded a grant of £900 for maintenance works to make the site safer.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>b) Proposed by Councillor John Housley and seconded by Councillor Adam Hurst and RESOLVED: It is recommended to Council that Chapelton Cycling Club be awarded a grant of £772.75 for various equipment and membership aimed at helping the club become established and grow.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>The representative from Chap Market also offered an invitation to Councillors and Council Staff to visit Chap Community Market, which was welcomed.</p>
<p><u>2023/48</u> <u>(F&P)</u></p>	<p><u>Item 48: 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 19th October 2023 at 7.15 pm at the Council Offices and the following one Thursday 9th November 2023 at 7.15 pm, again at the Council Offices.</p>