



**Draft Minutes of Meeting of the Finance and Premises Committee  
held on Thursday 15 June at the Council Offices**

**Commenced: 7.30pm - Concluded: 8.05 pm**

**Councillors Present.** Kate Guest (Chairman), Victoria Bowden, Anthea Brownrigg, Susan Davidson, John Housley, Adam Hurst and Michael Levery.

**Absent Councillors.** None.

**Officers:** Andrew Towler – 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.

<b><u>2023/11</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 11: Apologies and Reasons for Absence</u></b>  The Clerk reported that he had not received any.
<b><u>2023/12</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 12: Declarations of Interests</u></b>  None were declared.
<b><u>2023/13</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 13: Exclusion of Press and Public</u></b>  It was considered that there was none that required the exclusion of the press or public due to the confidential nature of the business to be considered.
<b><u>2023/14</u></b> <b><u>(F&amp;P)</u></b>	<b><u>Item 14: Public Participation Session</u></b>  There were no questions asked.

<p><b><u>2023/15</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 15: Finance and Premises Committee Minutes</u></b></p> <p>Progress from the various actions from the approved minutes of the 25th May 2023 Finance and Premises Committee meeting were considered.</p> <p>It was reported that the Clerk and Councillor John Housley had completed the audit of Council owned park benches and notice boards (item 2023/8 (F&amp;P)), the findings of which would be brought to the next Finance and Premises Committee for consideration.</p> <p>He also confirmed that the Council had formally given Sheffield City Council 30 days notice of the Council's intention to return the room adjacent to Chapeltown Toilets to them (in furtherance of item 2023/6 (F&amp;P).</p> <p>Proposed by Councillor Anthea Brownrigg and seconded by Councillor John Housley and <b>RESOLVED:</b> That the minutes of the 25<sup>th</sup> May 2023 Finance and Premises Committee meeting be endorsed.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><b><u>2023/16</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 16: To consider monthly accounts schedule and budget update</u></b></p> <p><b>a) To receive a verbal and written report on the financial year end report for the year 2022/2023.</b></p> <p>A verbal and written report was provided on the financial year end budget for 2022/2023 and present budget situation. It was noted that the budget for the King Charles III Coronation celebrations held in May had come well under budget in part due to the success in drawing down external funding in support of this activity.</p> <p>Proposed by Councillor Anthea Brownrigg and seconded by Councillor John Housley and <b>RESOLVED:</b> That the financial year end report for 2022/2023 be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p><b>b) To receive a verbal report on future budget reporting arrangements.</b></p> <p>These were considered.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That it is recommended to Council that £1,800 underspend from the King Charles III Coronation be vired in principle in furtherance of the Active-Regen project discussed at the 9<sup>th</sup> June 2023 Full Council meeting, subject to the outcome of their grant application to the Council.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>The Financial and Administration Officer, Laura Tickle, set out the arrangements for future budget reporting, which were welcomed and endorsed.</p>
<p><b><u>2023/17</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 17: Review of the Council's grant awarding policies and procedures and next steps</u></b></p> <p>A verbal and written report was provided on progress. It was agreed that finalising this should be a top priority for the Committee and the wider Council. The process and timeline for doing this was then discussed and agreed. The urgency of this was then discussed.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That the Clerk in consultation with the Chairman of the Finance and Premises Committee be given delegated powers to agree the final wording of the revised draft community grant awarding policies and procedures.</p>

<p><b><u>2023/18</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 18: Annual Schedule of Payments to be paid via Direct Debit or Bacs</u></b></p> <p>The draft Annual Schedule of payments to be paid via Direct Debit or Bacs was considered. This it was noted in furtherance of Financial Regulation 6.7 which requires ‘The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every year’.</p> <p>Proposed by Councillor Anthea Brownrigg and seconded by Councillor Michael Levery and <b>RESOLVED:</b> It is recommended to Council that the Annual Schedule of Payments to be paid via Direct Debit or Bacs for 2023/2024 be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><b><u>2023/19</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 19: Schedule of Contracts 2023/24</u></b></p> <p>a) To receive a verbal report on the annual schedule of contracts up for review/renewal in the financial year 2023/2024.</p> <p>The annual schedule of contracts up for review/renewal in the financial year 2023/2024 was outlined and discussed. It was noted that these were limited in number as the Council had undertaken a comprehensive review of its contracts the previous year.</p> <p>Proposed by Councillor Anthea Brownrigg and seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That the annual schedule of contracts up for renewal in the financial year 2023/2024 be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>b) To consider progress and agree next steps with the renewal of (i) the Insurance and (ii) Grounds, Buildings and General Maintenance contracts.</p> <p>It was noted that the Council’s insurance and grounds maintenance contracts were up for renewal shortly and a tendering process was underway to select the body to provide these services. This was then discussed. It was agreed that Councillors Kate Guest, John Housley and Susan Davidson together with the Clerk, Andrew Towlerton, and Finance and Administration Officer, Laura Tickle, will open the tenders for the renewal of both the Insurance and Grounds, Buildings and General Maintenance contracts and provide an initial assessment of them prior to their full consideration by Full Council.</p>
<p><b><u>2023/20</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 20: Other Correspondence</u></b></p> <p>An update was provided on the various monitoring forms still outstanding. Despite numerous reminders and being informed that they would not be eligible for grants from the Council until they had done so, some groups had still not returned a satisfactory monitoring form within the agreed timescales. These groups were as follows.</p> <ul style="list-style-type: none"> <li>• Pastways</li> <li>• Friends of Windmill Hill</li> <li>• St Vincent’s Boxing Club</li> <li>• High Green Athletic Football Club</li> <li>• Friends of Grenoside Park</li> <li>• Thorncliffe and Wentworth Cricket Club</li> <li>• Friends of Grenoside Green</li> <li>• Chapelton and District Amateur Operatic Society</li> <li>• Friends of Lound Academy PTA</li> </ul>

	It was also agreed that any group that does not return a grant monitoring form within the prescribed 6 months, the amount they received and when the form should have been returned by should also be listed as well as their name.  <p style="text-align: right;"><i>(7 in favour)</i></p>
<b><u>2023/21 (F&amp;P)</u></b>	<b><u>Item 21: Date and Time of Future Meetings</u></b>  It was confirmed that the next Finance and Premises Committee is scheduled to take place on Thursday 20 <sup>th</sup> July 2023 at 7.15 pm at the Council Offices.

**APPENDIX 1: The Annual Schedule of Payments to be paid via Direct Debit or Bacs for 2023/2024 (Item 2023/19 (F&P))**

<b>Direct Debits/Standing Orders/Bacs Transfer Monthly payments</b>	
<b>Name</b>	<b>Description</b>
BT	Monthly telephone & broadband charges
Business Stream/Scottish Water	Monthly water charges
EDF	Monthly Gas - Council Office charges
EE	Monthly mobile phone charges
FMS	Monthly Maintenance - Public Toilets / Defibrillators / War Memorial & Office Grounds charges
HMRC	Tax & NI
ICO	Yearly Data Protection fee
SSE	Monthly Electric - Council Offices, Community Room & Chapelton Toilets charges
Sage	Monthly payroll charges
Salaries	Monthly salaries
Sheffield CC	Monthly rates - Community Room charges
South Yorkshire Pensions	Monthly pension charges
Veolia	Monthly waste service charges
Zoom	Yearly subscription
<b>Contractual payments</b>	
<b>Name</b>	<b>Description</b>
Ashton Alarms Ltd	Yearly fire/alarm maintenance fee
Metta Media Ltd	Yearly account support fee
Netwise	Yearly EPC website fee
PHS	Yearly maintenance fee
Pitney Bowes	Monthly photocopying charges
Rialtas	Yearly Accounting support fee
Sheffield CC	Yearly Thorncliffe Leisure Centre Agreement
Supake	Monthly IT support charges
Townsweb Archiving	Yearly Archive website fee
YLCA	Yearly subscription fee
Zurich Ins	Yearly subscription