



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

**Draft minutes of the Meeting of the Finance and Premises Committee  
held on Thursday 19th October 2023 at the Council Offices**

**Commenced: 7.15 pm - Concluded: 7.55 pm**

**Councillors Present.** Kate Guest (Chairman), Victoria Bowden (item 2023/53 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.** None.

**Chairman’s Announcement**

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

**Public Participation Session**

There were no questions asked.

**2023/49  
(F&P)**

**Item 49: Apologies and Reasons for Absence**

The Clerk reported that he had not received any.

**2023/50  
(F&P)**

**Item 50: Declarations of Interests**

The Clerk explained that he had received one from Councillor John Housley who had both declared an interest in item 2023/60 ‘Grant Applications for Consideration (b) Chapeltown Forum’. Councillor John Housley confirmed that he would not vote on this item and would leave the room while it was being considered.

**2023/51  
(F&P)**

**Item 51: Exclusion of Press and Public**

The Chairman explained that she considered that two items required the exclusion of the press or public due to the confidential nature of the business to be considered. This was 2023/59 (F&P) ‘Grant Monitoring’ and 2023/60 (F&P) ‘Grant Applications for Consideration’.

	<p>Proposed by Councillor Susan Davidson and seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That the press and public be excluded from items 2023/59 (F&amp;P) 'Grant Monitoring' and 2023/60 (F&amp;P) 'Grant Applications for Consideration'.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<b><u>2023/52</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 52: Finance and Premises Committee Minutes</u></b></p> <p>The approved minutes of the 21<sup>st</sup> September 2023 Finance and Premises Committee meeting were considered. An update was provided on the few actions not already covered as part of the agenda. This included Christmas Gift Programme 2022/40 (F&amp;P), Council Notice Boards and Benches Improvements and next steps 2023/42 (F&amp;P) and Grant Monitoring 2023/46 (F&amp;P).</p>
<b><u>2023/53</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 53: To consider monthly accounts schedule and budget update</u></b></p> <p>The budget and monthly accounts schedule to the end of August 2023 was the subject of a verbal and written report. These were discussed and endorsed.</p>
<b><u>2023/54</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 54: Interim Audit</u></b></p> <p>It was explained that the Interim Audit for accounts 2023-24 has been booked with the Independent Auditor for early November 2023.</p>
<b><u>2023/55</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 55: Policies for Approval</u></b></p> <p>The draft Reserves Policy was considered.</p> <p>Proposed by Councillor Michael Lavery and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> It is recommended to Council that the draft Dedication of Benches be approved subject to (i) the removal of the CIL from the list of Earmarked Reserves and (ii) insertion of the following sentence "<i>The Council reserves the right also to allocate appropriate Ear Marked Reserves and a proportion of its reserves</i>".</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>It was agreed to invite a representative from CCLA to the February 2024 meeting of the Finance and Premises Committee to discuss in principle investing more of its reserves with them in furtherance of minute 2022/106 (FC).</p>
<b><u>2023/56</u></b> <b><u>(F&amp;P)</u></b>	<p><b><u>Item 56: Improvements to the Council Offices</u></b></p> <p>The Clerk gave a verbal report on progress with improvements to the Council Offices. These he explained were now complete.</p> <p>Reference was made to the safe in the Council Chambers. The Clerk explained that he had sought quotes for its disposal. These ranged from £495 to £595. It was agreed to advertise locally its availability for disposal ideally at no cost to the Council.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> It is recommended to Council that the safe in the Council Chamber be disposed of.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>

<p><b><u>2023/57</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 57: Clothing Bank</u></b></p> <p>Consideration was given to the installation of a clothing bank outside the Council Offices. It was agreed that this was not appropriate at present. It was also agreed to publicise the availability of local clothing banks as well as to invite Maureen Greaves to a future meeting of the Finance and Premises Committee to discuss her activities aimed at recycling clothes.</p>
<p><b><u>2023/58</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 58: Replacement of the photocopier at the Council Offices</u></b></p> <p>The replacement of the Council's existing photocopier was considered.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor John Housley and <b>RESOLVED:</b> That the Council should lease a new photocopier and that the Clerk in conjunction with the Chairman and Vice-Chairman be granted delegated power to secure the best deal.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2023/59</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 59: Grant Monitoring</u></b></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"> <li>• High Green Athletic Football Club.</li> <li>• Friends of Loud Academy PTA.</li> <li>• Grenoside and District Local History Group.</li> <li>• Chapeltown WI.</li> <li>• Thorncliffe Football Club (Covid and Ward Based).</li> </ul> <p>The Chairman and Vice-Chairman confirmed that they had contacted the various groups listed above.</p> <p>Reference was made to a request by Grenoside Singers to amend their grant monitoring form. The Clerk agreed to contact them to discuss their request further.</p>
<p><b><u>2023/60</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 60: Grant Applications</u></b></p> <p>The two grant applications were considered.</p> <p>a) Proposed by Councillor Adam Hurst and seconded by Councillor Mike Lavery and <b>RESOLVED:</b> It is recommended to Council that Chapeltown Forum be awarded a grant of £2,000 for no less than 80 single bed sized quilts to commemorate the 80<sup>th</sup> Anniversary of the D-Day Landings.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>b) Proposed by Councillor Mike Lavery and seconded by Councillor John Housley and <b>RESOLVED:</b> It is recommended to Council that the 25<sup>th</sup> Sheffield Ecclesfield Scout Group is awarded a grant of £446.99 for a new lawn mower.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2023/61</u></b> <b><u>(F&amp;P)</u></b></p>	<p><b><u>Item 61: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next Finance and Premises Committee is scheduled to take place on Thursday 9th November 2023 at 7.30 pm at the Council Offices.</p>