



Questions from Members of the Public

Prior to the commencement of the meeting, there was an opportunity for members of the public to ask questions. None were asked.

**Minutes of the Finance and Premises Committee Meeting
held on Thursday 18th January 2024 at the Council Offices**

Commenced: 7.30 pm - Concluded: 9.45 pm

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

Absent Councillors. John Housley and Michael Levery.

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, commenced the meeting. She outlined the procedures to ensure that the meeting was effective, safe and lawful.

<u>2023/82</u> <u>(F&P)</u>	<u>Item 82: Apologies and Reasons for Absence</u> It was reported that one had been received from Councillor John Housley. Proposed by Councillor Michael Morrissey and seconded by Councillor Adam Hurst and RESOLVED: That the apology and reason given for absence by Councillor John Housley be approved. <i>(5 in favour)</i>
<u>2023/83</u> <u>(F&P)</u>	<u>Item 83: Declarations of Interests</u> There were none received.
<u>2023/84</u> <u>(F&P)</u>	<u>Item 84: Exclusion of Press and Public</u> The Chairman considered that part of two agenda items required the exclusion of the press or

	<p>public due to the confidential nature of the business to be considered. These were the consideration of item 2023/89 (F&P) 'Grant Applications' and 2023/90 c) 'To consider any request for an extension to submit their grant monitoring form and/or amend their grant application'.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Adam Hurst and RESOLVED: That the press and public be excluded from the consideration of agenda item 2023/89 (F&P) 'Grant Applications' and 2023/90 c) 'To consider any request for an extension to submit their grant monitoring form and/or amend their grant application'.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2023/85</u> <u>(F&P)</u>	<p><u>Item 85: Finance and Premises Committee Minutes</u></p> <p>An update was provided on a few actions not already covered as part of the agenda.</p> <p>The Clerk confirmed that the Council had renewed its contract for broadband with BT (minute 2023/77 (F&P)). An update was also provided on progress with the gifting of three scanners to local community groups (minute 2023/78 (F&P)). Councillor Susan Davidson confirmed that progress with disposal of the safe was going well (minute 2023/56 (F&P)).</p>
<u>2023/86</u> <u>(F&P)</u>	<p><u>Item 86: To consider monthly accounts schedule and budget update</u></p> <p>A verbal and written update was provided on the bank reconciliation and monthly accounts (including variances) up to the end of November 2023. These were then discussed.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Victoria Bowden and RESOLVED: That the monthly accounts schedule and bank reconciliation up to the end of November 2023 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2023/87</u> <u>(F&P)</u>	<p><u>Item 87: Draft Interim Internal Audit Review January 2024</u></p> <p>A verbal and written report was provided on the outcomes and any recommendations of the internal auditor following the Interim Internal Audit Review for the financial year 2023/2024. On the whole, the internal auditor had been very positive about the Council's systems of financial and other internal controls and procedures. They concluded "<i>Having reviewed the Council, I believe they are at a High standard whilst there is always room for continuous improvement even in a High standard Parish Council</i>". They also made a couple of recommendations:</p> <ul style="list-style-type: none"> • "<i>The meeting minutes section of the website is quite laborious to navigate</i>". • "<i>Asset Register provided doesn't have a column with dates on. This would help us to quickly review items added in the year vs disposals (this is part of the year end check we do)</i>". <p>A discussion took place on this. The Clerk, Financial and Administration Officer and Council staff more generally were commended on the outcomes of the audit and its recognition that that the Council continues to operate to a 'high standard'. The Clerk was asked to progress the recommendations.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor Michael Morrissey and RESOLVED: That it is recommended to Council that the Interim Internal Audit Review January 2024 be welcomed and endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2023/88</u> <u>(F&P)</u>	<p><u>Item 88: Time Capsules</u></p> <p>A verbal report was provided by the Financial and Administration Officer. All the time capsules had been distributed to the agreed schools and community groups, many of which had already</p>

	<p>been buried. This included the Council's one, which had been buried in the grounds of the Council Offices. It was explained that a reminder had been sent to any school or community group that had not confirmed where they had buried theirs.</p>
<p><u>2023/89</u> <u>(F&P)</u></p>	<p><u>Item 89: Grant Applications</u></p> <p>Three grant applications were considered.</p> <p>a) Proposed by Councillor Victoria Bowden and seconded by Councillor Adam Hurst and RESOLVED: That it is recommended to Council that a grant not be awarded to Grenoside PTA for a canopy to cover part of the playground at Grenoside Primary School. <i>(5 in favour)</i></p> <p>b) Proposed by Councillor Susan Davidson and seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council that a grant of £1,000 be awarded to Paces (Sheffield) for an adjustable therapy chair. <i>(4 in favour, 1 against)</i></p> <p>c) Proposed by Councillor Susan Davidson and seconded by Councillor Michael Morrissey and RESOLVED: That a decision on the grant application from the South Yorkshire County Scout Council for a replacement Cresta Run activity be deferred until the next financial year. <i>(5 in favour)</i></p> <p>It was also agreed that members of the Committee be provided with electronic copies of the accounts provided as part of any grant application.</p>
<p><u>2023/90</u> <u>(F&P)</u></p>	<p><u>Item 90: Grant Monitoring</u></p> <p>An update was provided on the various monitoring forms received and those still outstanding.</p> <p>It was reported that a Grant Monitoring Form had been received from the High Green Development Trust.</p> <p>Also, that the grant monitoring from High Green Athletic Football Club is still outstanding. The Chairman stated that she is continuing to chase them for this.</p> <p>A request from Chapeltown Hockey Club to amend their grant award was then considered.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Michael Morrissey and RESOLVED: That it is recommended that Chapeltown Hockey Club not be permitted to spend the residual amount of their grant award (£1,061) on the purchase of new club kit in particular on playing shirts. <i>(5 in favour)</i></p> <p>Julie Allsop, the Council's Administrative Assistant, was thanked for her hard and great work in overseeing the grant monitoring procedures and systems.</p>
<p><u>2023/91</u> <u>(F&P)</u></p>	<p><u>Item 91: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next Finance and Premises Committee will take place on Thursday 15th February 2024 at 7.15 pm at the Council Offices.</p>