



Public Participation Session

The Clerk explained that Richard Dewsbury, Area Manager of the Sheffield City Council’s Parks and Countryside Service, who was hoping to attend to provide an update on improvements to parks and green spaces in the Parish had been unable to. Richard had arranged for a short-written report to be prepared, which the Clerk read out. It was also reported that Richard had offered to attend a future meeting, which was welcomed.

The Chairman of the Council, Councillor Susan Davidson, then presented former police constable for the local area Jamie Congreve a Chairmans Award for his tremendous work in the community and wished him good fortune in his new role.

**Minutes of the Finance and Premises Committee Meeting
held on Thursday 21st March 2024 at the Council Offices**

Commenced: 7.30 pm - Concluded: 9.15 pm

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

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 of the Committee, Councillor Kate Guest, outlined the procedures to ensure that it was effective, safe and lawful.

<u>2023/102</u> <u>(F&P)</u>	<u>Item 102: Apologies and Reasons for Absence</u> It was reported that there were none.
<u>2023/103</u> <u>(F&P)</u>	<u>Item 104: Declarations of Interests</u> There were none received.

<p><u>2023/104</u> <u>(F&P)</u></p>	<p><u>Item 104: Exclusion of Press and Public</u></p> <p>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 were 2023/108 (F&P) 'Contract Renewal' and that part of 2023/110 (F&P) Grant Applications dealing with the consideration of the two grant applications received.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Adam Hurst and RESOLVED: That the press and public be excluded from items 2023/108 (F&P) 'Contract Renewal' and that part of 2023/110 (F&P) 'Grant Applications' dealing with the consideration of the grant applications received.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2023/105</u> <u>(F&P)</u></p>	<p><u>Item 105: Finance and Premises Committee Minutes</u></p> <p>An update was provided on the various actions not covered as part of the main agenda. Special mention was made to items 98: Dedication of Ecclesfield Parish Council benches; 99: Grant Applications and 100: Grant Monitoring.</p>
<p><u>2023/106</u> <u>(F&P)</u></p>	<p><u>Item 106: 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 and forecast budget outturn for the financial year 2023/2024) up to the end of January 2024. These were then discussed.</p> <p>The Clerk was asked whether a schedule detailing the qualifying developments that contributed to the Parish Council's share of CIL receipts for this financial year as well as a forecast for the following year could be provided. He said it could and would ensure they would be sent to all members of the Committee.</p> <p>The Clerk was also asked whether the Committee at its next meeting could begin the process of considering the use of any under spends from this financial year. The Clerk said that while the end of year accounts would not be finalised by then, members could start the discussion if they wish.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor John Housley and RESOLVED: That the monthly accounts schedule, bank reconciliation and budget update up to the end of January 2024 be endorsed.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2023/107</u> <u>(F&P)</u></p>	<p><u>Item 107: Large Grants Programme</u></p> <p>(a) To consider the principles and procedures for the Large Grant Programme for 2024/2025. (b) To receive a verbal report on a proposed 'Meet the Funder' type event organised by the Council.</p> <p>This item was the subject of a detailed debate. A verbal and written report was provided on the proposed revised principles and procedures for the Large Grant Programme for 2024/2025.</p> <p>This was followed by a verbal report by the Chairman of the Council, Susan Davidson, on a proposed 'Meet the Funder' type of event, the first of which was proposed to take place in September 2024. The general view was that this had merit and that initially Ecclesfield Charities and the 6 Sheffield City Council ward Councillors (as managers of Sheffield City Council's ward pot) be also invited to take part in the event together with representatives of the Parish Council.</p>

	<p>The Chairman of the Council went onto to give a presentation that set out a ‘high level concept’ for how a revised Large Grants programme might operate. Again, the general view was that this had merit and should be developed further. A few suggested amendments were made to the concept, which were agreed. The Clerk stressed that any additional staff implications would need to be carefully considered at the operational stage.</p> <p>(a) Proposed by Councillor Michael Morrissey and seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council the revised principles and procedures for the Large Grant Programme for 2024/2025 (as shown at appendix A) be approved in principle. <i>(7 in favour)</i></p> <p>(b) Proposed by Councillor Adam Hurst and seconded by Councillor Michael Morrissey and RESOLVED: That subject to the agreed amendments being made, that it is recommended to Council that principle of the proposed ‘Meet the Funder’ event and the high level concept for the revised Large Grants Programme (as shown at appendix B) be approved. <i>(7 in favour)</i></p>
<p><u>2023/108</u> <u>(F&P)</u></p>	<p><u>Item 108: Contract Renewal</u></p> <p>The Council’s contract for water supply to the Council Offices was discussed.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Adam Hurst and RESOLVED: That it is agreed to enter into a procurement exercise to renew its water supply contract and that Utility Aid be asked to undertake this on behalf of the Council. <i>(7 in favour)</i></p>
<p><u>2023/109</u> <u>(F&P)</u></p>	<p><u>Item 109: Land Registry</u></p> <p>A discussion took place about updating the various details (Council’s contact address and description of use) with the Land Registry in relation to the Council Offices</p> <p>Proposed by Councillor John Housley and seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council that its details with the Land Registry in relation to the Council Offices be updated and the Clerk establish the likely costs to undertake this. <i>(7 in favour)</i></p>
<p><u>2023/110</u> <u>(F&P)</u></p>	<p><u>Item 110: Grant Applications</u></p> <p>Applications from Ecclesfield Gala Committee and Friends of Chapeltown Park were considered.</p> <p>(a) Proposed by Councillor Victoria Bowden and seconded by Councillor Michael Morrissey and RESOLVED: That it is recommended to Council a grant of £1,795 be awarded to Ecclesfield Gala Committee to help organise and deliver the 2024 Ecclesfield Community Gala. <i>(7 in favour)</i></p> <p>(b) Proposed by Councillor Susan Davidson and seconded by Councillor John Housley and RESOLVED: That a grant of £200 be awarded to Friends of Chapeltown Park for prizes and materials in support of the Chapeltown Easter Egg hunt. <i>(7 in favour)</i></p>
<p><u>2023/111</u> <u>(F&P)</u></p>	<p><u>Item 111: Grant Monitoring</u></p> <p>An update was provided on the various monitoring forms received and those still outstanding.</p> <p>a) It was reported that a Grant Monitoring Form had been received from Grenoside and District Local History Group.</p>

	<p>b) It was reported that the grant monitoring forms were still more than 6 months outstanding from:</p> <ul style="list-style-type: none"> • Ecclesfield Spartans FC • High Green Athletic Football Club and • Chapeltown Community Market <p>The Clerk reported that since the agenda was issued a grant monitoring form had been received from Chapeltown Community Market, which was being considered.</p> <p>The Chairman states that she would chase up Ecclesfield Spartans and continue to chase High Green Athletic Football Club.</p>
<p><u>2023/112</u> <u>(F&P)</u></p>	<p><u>Item 112: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next Finance and Premises Committee will take place on Thursday 18th April 2024 at 7.15 pm at the Council Offices.</p>

Appendix 1: Principle and Procedures for the Large Grant Programme for 2024/2025 (Item 2023/1079a)

Ecclesfield Parish Council – Community Groups Large Grants Programme 2024/2025 – Principles

Ecclesfield Parish Council is committed to helping local groups make a difference to our community.

One of the ways we do this is by providing financial support via grants to support and encourage community groups to undertake activities that meet the needs of and benefit the residents of the Parish.

There are two main funding options provided by Ecclesfield Parish Council ('The Council') that support and encourage community groups to undertake activities that meet the needs of and benefit the residents of the Parish of Ecclesfield.

The first is the Small Grants Programme. Further information about this can be found at Community Groups Small Grants Programme – Principles – Ecclesfield Parish Council (ecclesfield-pc.gov.uk)

The second is this the Large Grants Programme.

In general, the following principles will apply:

- a) Assistance will be given on the basis of need, merit and contribution to the Parish. Applicants must clearly show how any grants or assistance awarded will benefit the people and or the environment within all or part of the Parish.
- b) They should improve at least one of these things:
 - Community Engagement – advice & guidance
 - Youth Provision / and Addressing Anti-Social Behaviour
 - Environment
 - Climate Change

- Transport and Highway Safety
- Parks / Leisure / Green Spaces / Activities
- Social Inclusion

Who can apply to the Ecclesfield Parish Council's Large Grants Programme?

Any local, voluntary, community, self-help and generally not for-profit group based in or who serve the Parish of Ecclesfield and have (and can provide, if required):

1. Aims and Objectives.
2. Constitution or set of rules if it has one.
3. A bank or building society account in the name of the group.
4. Approved accounts if it has been in existence for at least 18 months (newly formed groups in existence for less than 18 months which are embarking on worthwhile projects will be given special consideration).
5. Public Liability Insurance cover.

In addition, if they have previously received any grant funding from the Council that they have satisfactorily returned a monitoring form and/or returned any unspent monies for that project in the specified timescales.

Process

- The programme will be open to applications to 10 February 2025.
- There will be two closing dates for the submission of applications. These are 9 September 2024 (for consideration in September/October 2024) and 10 February 2025, subject to funds still being available (for consideration in February/March 2025).
- You will be invited and encouraged to attend a 'Meet the Funders' type of event to discuss your proposal with the Council and other potential funders.
- After you submit your application, a member of the Council staff will check your application form and enclosed documents to see if they are complete and legible. We aim to do this in 14 days.
- What information will I have to provide?
 - The aims and objectives of the group.
 - A copy of your Constitution or set of rules and your annual report if applicable.
 - The most recent copy of your approved accounts.
 - Copies of any permissions required for third party use. (e.g., licences or land rent).
 - A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the funding).
 - Details of any reserves you hold and if these are earmarked for specific expenditure.
 - Details of any grants or funding the group has received from the Council or another body in the last five years.
 - Details of any other financial support you have secured or are applying for in support of the activity, including the group's own.
 - A detailed delivery plan.
 - Where possible, an accurate figure of the number of people that would benefit from the proposal and how many of these live in the Parish.

- Copies of quotations for any items such as equipment or activities that you are seeking to spend the funding on.
- If your application is not complete it will be returned to you for completion. It is your responsibility to ensure that the application form is completed correctly and ensure that all the requested material in support of your application has been provided. Funding will not be considered until we have received a completed application form and all supporting documents.
- You may be contacted for clarification and/or additional information.
- You will be asked to attend a Finance and Premises Committee meeting to present and be asked questions on your application.
- The Finance and Premises Committee determine whether an application should be supported and, if successful, the amount to be awarded and any other conditions the Committee feels appropriate. This will then be approved or rejected by Full Council at its next subsequent meeting.
- We aim to notify you of the decision of Full Council, normally by email or letter, within three working days after it is made.
- Proposals will be assessed using the following criteria:
 - A completed application form.
 - Nature of the group – how it is set up, structured and its track record.
 - Your finances and the financial need for funding.
 - How much funding we have available.
 - What need/demand there is for your project in all or part of the Parish.
 - Support and involvement of the residents of the Parish in the group and activity.
 - Efforts and ability to secure other sources of funding, including through the ‘Meet the Funders’ event (see above) organised by the Council.
 - The extent to which it benefits all or part of the Parish.
 - The extent to which it provides value for money for the residents of the Parish.
 - The group’s previous grant/funding history (if applicable).
 - The Council will also take into account the distribution of grant funding (Including through its small grant programme) across the wards to ensure that where possible proportional funding is reflected.
 - A realistic delivery plan.
- Where appropriate, successful projects will normally have the funding paid by BACS transfer.
- Please note the funds available are limited and a bid might be successful, but a group may still only receive a percentage of the funding requested.

In general

In order for the Council to be able to rationally and objectively assess applications it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

- Proposals must be over £2,000 and normally less than £10,000 (this figure is to be reviewed in June 2024).
- A group can only submit one successful application per year to the Large Grants Programme.
- That an application has been made to the Large Grants Programme does not prevent them also applying to the Council’s Small Grants Programme.

- They must also be able to clearly demonstrate that the activity they are seeking funding for will primarily directly benefit all or part of the Parish and this benefit is commensurate with the amount sought.
- Funding will not normally be awarded to organisations based outside of the Parish unless they can clearly demonstrate the activity they are seeking funding brings substantial and direct benefits to all or part of the Parish.
- Funding will only be provided to not-for-profit organisations with clearly stated aims and objectives. Individuals or for-profit groups may not apply.
- Funding is for one-off purchases or events and not for on-going running costs such as salary costs, utility bills, rent or fees.
- Applicants must clearly indicate the full scope of the activity they are seeking funding for and details of who will benefit from the proposal.
- We cannot give grants for activities which the law prevents Parish Councils from supporting such as an activity which another statutory body such as schools or Sheffield City Council is legally required to provide or certain types of works to churches.
- Applicants will be requested to demonstrate why the activity or benefit to the group would not take place if the funding was not approved.
- Must be able to demonstrate equality of access and opportunity.
- Applicants must list any other funding the group has received from other funding bodies in the last five years including from the Council.
- They must also state if they are applying or received any other fundings in support of the project including any self-funding.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.
- Applicants must state any reserves they hold and if these are earmarked for specific expenditure (NB Funding will not be awarded to organisations who it is considered already hold surplus funds).
- Applications will not be considered if submitted by an organisation that it is considered operates an excessively restrictive membership policy, e.g., one that discriminates on the grounds of race, religion, sexual orientation, disability, gender etc.
- Retrospective applications will not be considered.
- Funding will not be given for the promotion of a party-political viewpoint or for the promotion of a particular religion.
- Any funding must be used by the original applicant and must not be distributed to any other organisation, unless specifically authorised by the Council.
- Any award must be made payable to the organisation applying for the funding.
- The Council reserves the right to pay funding in stages.
- Funding must be spent within 6 months, unless alternative arrangements have been made with the Council.
- Any unspent funds, full or partial must be repaid to the Council unless otherwise agreed. Failure to do so may result in legal and other action by the Council and affect future funding assistance.
- Full and proportionate recognition must be given to the Parish Council for any contribution given to the activity; this might include listing on any advertising, promotional material, website and social media.
- Groups awarded funding will be expected to complete an end of project report and submit receipts, (no screenshots) and photographic evidence, no later than 6 months after the end date stated on their award unless an extension has been agreed by the

Council and may be required to attend a Council meeting to give a verbal update. Failure to submit a completed end of project report within the agreed 6 months (unless an extension has been agreed with the Council) will affect future funding assistance and may result in legal action.

- Awards must be used solely for the purpose detailed in the proposal; the Council may take action to recover any money that has not been spent in accordance with the application.

Appendix 1: Definition of a Not-for-Profit Body

- Unincorporated association¹.
- A registered charity (i.e., registered with the Charity Commission and has a charity number).
- Sheffield City Council.

¹An 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club). Most voluntary or community groups are an incorporated society though many are not aware of this. More information about what is an unincorporated association can be found at [Unincorporated associations - GOV.UK \(www.gov.uk\)](http://www.gov.uk)