



**Public Participation Session**

Prior to the formal commencement of the meeting there was an opportunity for any members of the community to ask any questions of the Committee, none were asked.

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

**Commenced: 7.30 pm - Concluded: 9.20 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.

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| <b><u>2023/113</u></b><br><b><u>(F&amp;P)</u></b> | <b><u>Item 113: Apologies and Reasons for Absence</u></b><br><br>It was reported that there were none.   |
| <b><u>2023/114</u></b><br><b><u>(F&amp;P)</u></b> | <b><u>Item 114: Declarations of Interests</u></b><br><br>Councillor John Housley declared an interest in Item 2023/120 (F&P) ‘Disposal of Council Assets’. He stated that he would not vote or partake in any discussions on it.   |
| <b><u>2023/115</u></b><br><b><u>(F&amp;P)</u></b> | <b><u>Item 115: Exclusion of Press and Public</u></b><br><br>The Chairman explained that she considered there were two items that required the exclusion of the press or public due to the confidential nature of the business to be considered. These were 2023/117(b) (F&P) ‘To begin the process of considering the use of any under spends |

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|   | <p>from the 2023/2024 financial year budget’ and that part of 2023/121 (F&amp;P) ‘Grant Applications’ dealing with the consideration of the grant application.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That the press and public be excluded from items 2023/117(b) (F&amp;P) ‘To begin the process of considering the use of any under spends from the 2023/2024 financial year budget’ and that part of 2023/121 (F&amp;P) ‘Grant Applications’ dealing with the consideration of the grant application.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>  |
| <p><b><u>2023/116</u></b><br/><b><u>(F&amp;P)</u></b></p> | <p><b><u>Item 116: Finance and Premises Committee Minutes</u></b></p> <p>An update was provided on the various actions not covered as part of the main agenda. These included item 2023/108 (F&amp;P) ‘Contract Renewal’, where an update was provided on progress with the renewal of the Council’s water supply contract and Item 2023/109 ‘Land Registry’ (F&amp;P).</p>   |
| <p><b><u>2023/117</u></b><br/><b><u>(F&amp;P)</u></b></p> | <p><b><u>Item 117: To consider the monthly accounts schedule and budget update</u></b></p> <p>a) 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 March 2024. These were then discussed.</p> <p>Reference was made to the purchase of more ‘dog poo’ bags. Following discussions, this was agreed in principle. Council staff were asked to make a note of the post code of any person requesting one.</p> <p>The Clerk also sought members’ thoughts on purchasing badges or similar for all surviving chairman of the Parish Council in recognition of their service. This was considered to be a good idea in principle subject to the associated costs being able to be accommodated in the budget. Councillor Victoria Bowden agreed to help in drawing up a list of eligible former Chairmen and the selection of a suitable badge.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That the monthly accounts schedule, bank reconciliation and budget update up to the end of February 2024 be endorsed.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>b) A discussion then took place on the use of any under-spends from the 2023/2024 financial year budget.</p> <p>(i) Proposed by Councillor Adam Hurst and seconded by Councillor John Housley and <b>RESOLVED:</b> That it is recommended to Council the £5,000 underspend from the War Heroes project budget for the financial year 2023/2024 be transferred to reserves.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(ii) Proposed by Councillor Adam Hurst and seconded by Councillor John Housley and <b>RESOLVED:</b> That it is recommended to Council that the £20,000 underspend from the Anti-Social Behaviour budget for the financial year 2023/2024 be transferred to the Large Grants programme budget.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(iii) Proposed by Councillor Adam Hurst and seconded by Councillor Michael Levery and <b>RESOLVED:</b> That it is recommended to Council the £1,000 underspend from the Community Infrastructure budget for the financial year 2023/2024 be transferred to the Large Grants programme budget.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(iv) Proposed by Councillor Adam Hurst and seconded by Councillor Susan Davidson</p> |

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|   | <p>and <b>RESOLVED:</b> That it is recommended to Council that the £8,000 underspend from the Small Grants programme budget for the financial year 2023/2024 be transferred to the Large Grants programme budget.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>   |
| <p><b>2023/118</b><br/><b>(F&amp;P)</b></p> | <p><b><u>Item 118: To consider various issues relating to Council properties</u></b></p> <p>(a) To consider installing an additional notice board outside the Council Offices.</p> <p>A discussion took place about purchasing an additional notice board for outside of the Council Offices. It was noted that the demand by community groups and others to post notices there was great and beyond that which could be accommodated in the existing two notice boards. As a consequence, some notices were being displayed on the Council Office's door, which was not only unsightly but also meant that they were often difficult to view. A discussion then took place on this. The general view was that Members were sympathetic to the purchase of an additional notice board for outside of the Council Offices subject to costs.</p> <p>Proposed by Councillor Adam Hurst and seconded by Councillor John Housley and <b>RESOLVED:</b> That the</p> <ul style="list-style-type: none"> <li>(i) Committee agrees in principle to the purchase of an additional notice board for outside of the Council Offices subject to its cost being less than £1,000.</li> <li>(ii) Finance and Administration Officer explore options for the purchase of a notice board and bring her findings to the next Finance and Premises Committee for the Committee's consideration.</li> </ul> <p>(b) To consider a request to dedicate a bench.</p> <p>A request to dedicate a Council bench in Chapeltown was considered and agreed.</p> <p>(c) To receive a verbal report on Chapeltown Toilets.</p> <p>A verbal report was provided on Chapeltown Toilets, including the general maintenance of the building, including doors. Councillor Michael Levery agreed to raise this issue with Sheffield City Council, which was welcomed.</p> <p>(d) To receive an update on the storage of materials.</p> <p>Councillor John Housley provided an update. He explained that the new storage facility at the High Green Campus was now available, and a date had been arranged to start moving Council materials into it.</p> |
| <p><b>2023/119</b><br/><b>(F&amp;P)</b></p> | <p><b><u>Item 119: Defibrillators</u></b></p> <p>(a) To consider a request to adopt the defibrillator at Chap Market.</p> <p>This was considered. The Clerk explained that the Council's facilities manager had undertaken an inspection of the concerned defibrillator as requested by Councillors. He then reported on the findings of this.</p> <p>Proposed by Councillor Michael Morrissey and seconded by Councillor John Housley and <b>RESOLVED:</b> That it is recommended to Council that it adopts the defibrillator at Chap Market.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>  |

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|   | <p>(b) To consider a request to install a defibrillator at Eva Radcliffe House</p> <p>This was the subject of a detailed discussion. The general view that while the Council was sympathetic and supportive of the installation of a defibrillator at Eva Radcliffe House this was the responsibility of its owners (Sheffield City Council) in the first instance. The Clerk was asked to refer this request to the Sheffield North LAC, which he agreed to do. Councillor Michael Levery agreed to raise this request and wider issue of defibrillators in Sheffield City Council warden controlled buildings across the City with the City Council.</p>  |
| <p><b><u>2023/120</u></b><br/><b><u>(F&amp;P)</u></b></p> | <p><b><u>Item 120: Disposal of Council Assets</u></b></p> <p>A discussion took place about the disposal of a surplus Council laptop. The Clerk noted that a recent grant application bid from Chaplegreen Community Fridge and Hub had included the purchase of a new laptop (see also minute 2023/120a (FC)). He considered that this surplus one would be more than suitable for their needs. He had spoken to a representative from Chaplegreen Community Fridge and Hub and they had indicated that they would accept it if members were minded to offer it to them.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Adam Hurst and <b>RESOLVED:</b> That it is agreed to donate the surplus Council laptop to Chapelgreen Community Fridge and Hub.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>   |
| <p><b><u>2023/121</u></b><br/><b><u>(F&amp;P)</u></b></p> | <p><b><u>Item 121: Grant Applications</u></b></p> <p>An application from High Green Scout Group was considered.</p> <p>Proposed by Councillor Michael Levery and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That it is recommended to Council a grant of £1,976.64 be awarded to High Green Scouts Group for the purchase of 12 premier tables for the recently refurbished scout hut.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>The High Green Scout also informed members of a tentative date of the Saturday 27<sup>th</sup> July 2024 for the official re-opening of their new scout hut and which all members of the Council were invited to attend. They said that they would provide further details about the event closer the time.</p>  |
| <p><b><u>2023/122</u></b><br/><b><u>(F&amp;P)</u></b></p> | <p><b><u>Item 122: Grant Monitoring</u></b></p> <p>An update was provided on the various monitoring forms received and those still outstanding.</p> <p>It was reported that satisfactory grant monitoring forms had been received from the 25<sup>th</sup> Sheffield Ecclesfield Scout Group and Friends of Ecclesfield Park. Also, that while one had been received from Chap Market, it was still missing some of the required information, which the Council was chasing.</p> <p>Reference was also made to an update received from Ecclesfield Spartans.</p> <p>(a) Proposed by Councillor Susan Davidson and seconded by Councillor Michael Morrissey and <b>RESOLVED:</b> That it is agreed that Ecclesfield Spartans be granted a further three months to submit their completed grant monitoring form.</p> <p>It was reported that the grant monitoring forms were still more than 6 months outstanding from:</p> |

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|  | <ul style="list-style-type: none"> <li>• Chapeltown Cycling Club and</li> <li>• High Green Athletic Football Club.</li> </ul> <p>These were discussed.</p> <p>Councillor John Housley agreed to chase Chapeltown Cycling Club.</p> <p>With regard to High Green Athletic Football Club, it was reported that their grant monitoring form which was due 6 months after the grant award (which they received on 1 August 2022), was still outstanding. This was despite being chased by Council Staff and Chairman of the Finance and Premises Committee and repeated assurances from them that they would submit this as a matter of urgency.</p> <p>(b) Proposed by Councillor Susan Davidson and seconded by Adam Hurst and<br/> <b>RESOLVED:</b> That the</p> <p>(i) Clerk should write to High Green Athletic Football Club informing them that the Council intends to withdraw the grant offer of £2,000 made to them on 1 August 2022, stating the reasons why and request that they return the amount awarded within a month. Failure to do so may result in legal action.</p> <p>(j) Council’s large and small grants policy should be amended so that if a group does not return the required grant monitoring form within the agreed period the Council should write to them explaining that it intends to withdraw the grant, the reasons why and asking them to return the amount awarded. If they fail to return the monies or the issues preventing them submitting a monitoring form have not been satisfactorily resolved in a month the Council will take action, including legal, to have the monies returned.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> |
| <p><b><u>2023/123</u></b><br/> <b><u>(F&amp;P)</u></b></p> | <p><b><u>Item 123: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next Finance and Premises Committee will take place on Thursday 23<sup>rd</sup> May 2024 at 7.15 pm at the Council Offices.</p>   |