



Public Participation Session

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

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

**Draft Minutes of the Finance, Premises and Staffing Committee Meeting held
on Thursday 23 May 2024 at the Council Offices**

Commenced: 7.15 pm - Concluded: 9.00 pm

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

Absent Councillors. Michael Levery and Michael Morrissey.

Officers: Andrew Towleron – Clerk and Responsible Financial Officer

Members of the Public. None

Chairman's Announcement

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

**2024/01
(F&P)**

Item 1: Apologies and Reasons for Absence

It was reported that two had been received from Councillors Michael Levery and Michael Morrissey.

Proposed by Councillor Adam Hurst, seconded by Councillor Susan Davidson and
RESOLVED: That the apologies and reasons given for absence by Councillor Michael Levery and Councillor Michael Morrissey be approved.

(5 in favour)

**2024/02
(F&P)**

Item 2: Declarations of Interests

It was reported that none had been received.

**2024/03
(F&P)**

Item 3: Exclusion of Press and Public

The Chairman explained that she considered part of one item required the exclusion of the press or public due to the confidential nature of the business to be considered. This was that

	<p>part of 2024/13 (F&P) 'Grant Applications' dealing with the consideration of the grant applications received.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Adam Hurst and RESOLVED: That the press and public be excluded from that part of item 2024/13 (F&P) 'Grant Applications' dealing with the consideration of the grant applications received.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2024/04</u> <u>(F&P)</u>	<p><u>Item 4: Election of Vice-Chairman</u></p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Victoria Bowden and RESOLVED: That Councillor John Housley be appointed as Vice-Chairman to the Finance, Premises and Staffing Committee.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2024/05</u> <u>(F&P)</u>	<p><u>Item 5: Terms of Reference</u></p> <p>These were considered.</p> <p>(a) Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and RESOLVED: That the revised Terms of Reference (2024) for the Finance, Premises and Staffing Committee be agreed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>(b) Proposed by Councillor Victoria Bowden, seconded by Councillor Kate Guest and RESOLVED: That a Staffing Sub-Committee be established, and its membership comprise of Councillor John Housley (its Chairman), Councillor Susan Davidson and Councillor Adam Hurst.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2024/06</u> <u>(F&P)</u>	<p><u>Item 6: Finance and Premises Committee Minutes</u></p> <p>An update was provided on the various actions not covered as part of the main agenda from the Finance and Premises Committee meeting held on 18 April 2024. Special mention was made to item 2023/119 'Defibrillators' and 2023/122 'Disposal of Council Assets'.</p> <p>Proposed by Councillor Adam Hurst, Seconded by Councillor Victoria Bowden and RESOLVED: That the minutes of the Finance and Premises Committee Meeting held on 18 April 2024 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2024/07</u> <u>(F&P)</u>	<p><u>Item 7: To consider monthly accounts schedule and budget update</u></p> <p>The Clerk explained that due to various reasons he had been unable to prepare the bank reconciliation and monthly accounts up to the end of March 2024.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and RESOLVED: That the bank reconciliation and monthly accounts up to the end of March 2024 be deferred to the next Finance and Premises meeting.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2024/08</u> <u>(F&P)</u>	<p><u>Item 8: Annual Schedule of Payments to be paid via Direct Debit or Bacs</u></p> <p>The draft Annual Schedule of payments to be paid via Direct Debit or Bacs was considered. This, it was noted, was in furtherance of Financial Regulation 6.7 which requires 'The</p>

	<p>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 John Housley, seconded by Councillor Adam Hurst and RESOLVED: It is recommended to Council that the Annual Schedule of Payments to be paid via Direct Debit or Bacs for 2024/2025 (as shown at appendix 1) be approved.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2024/09</u> <u>(F&P)</u></p>	<p><u>Item 9: 2023/2024 Annual Governance and Accountability Return</u></p> <p>The Clerk outlined the process and the key milestones for the submission of the Annual Governance and Accountability Return to the external auditor for 2023/2024. He was hopeful that the default submission deadline of the 1 July 2024 would be met.</p>
<p><u>2024/10</u> <u>(F&P)</u></p>	<p><u>Item 10: To consider and receive an update on various issues relating to Council properties:</u></p> <p>(a) <u>Installing an additional notice board outside the Council Offices (in furtherance on minute 2023/118 (F&P)).</u></p> <p>It was agreed to defer this item to the next meeting.</p> <p>(b) <u>Storage of materials</u></p> <p>Councillor John Housley confirmed that the new storage facility at the High Green Development Trust Campus was available and the agreed materials in the process of being transferred over to it.</p> <p>(c) <u>Purchase of two former BT phone boxes (in furtherance on minute 2023/149 (FC))</u></p> <p>An update of progress was provided by Councillor John Housley and the Clerk. It was reported that discussions were taking place with the manager of the Barrel Public House who was fund raising on behalf of a parishioner to install a defibrillator close to the pub. One of the two former BT phones boxes was located very close to the Barrel Public House. A meeting was being progressed with the parishioner.</p> <p>(d) <u>Defibrillators</u></p> <p>The Clerk provided an update on the agreed transfer of the defibrillator at Chap Market to the Council. The arrangements for this were all in place, including speaking to the Council’s insurers. He asked whether Chap Market had any documentation relating to the defibrillator, Councillor John Housley said he would progress this.</p> <p>(e) <u>Improvements to the Council Offices.</u></p> <p>Councillor Susan Davidson and the Clerk provided an update on the tendering process for the improvements to the Chamber in the Council Offices (in furtherance of minute 2024/14 (FC)). It was confirmed that the tender for the works to the ceiling had been awarded to a suitable company as well as for the associated painting. The works to the ceiling had commenced. The painting scheme for the Chamber was then agreed.</p>
<p><u>2024/11</u> <u>(F&P)</u></p>	<p><u>Item 11: To consider the disposal of a Council Asset</u></p> <p>The donation of two ‘Resus Annie’ dolls (medical simulator dolls used for teaching members of the public about CPR and First Aid) was considered.</p>

	<p>Proposed by Councillor Adam Hurst, seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council that two ‘Resus Annie’ dolls be donated to the 105th High Green Scout Group.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2024/12</u> <u>(F&P)</u></p>	<p><u>Item 12: To consider Councillor representation at Meet the Funder Event</u></p> <p>It was noted that at its April 2024 meeting, the Council agreed in principle to a ‘Meet the Funder’ type event organised by the Parish Council (see minute 2023/162 (b)). It was also agreed that there should be two or three representatives from the Council at this event together with a representative from Ecclesfield Charities and all the Sheffield City Councillors covering the Parish. The Committee then considered who the two or three representatives from the Parish Council should be.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor Kate Guest and RESOLVED: That the Council’s representatives on the ‘Meet the Funder’ type event should be Councillor Susan Davidson, Councillor John Housley and Councillor Adam Hurst (in furtherance of minute 2023/162 (b)).</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2024/13</u> <u>(F&P)</u></p>	<p><u>Item 13: Grant Applications</u></p> <p>Two applications to the Small Grants programme were considered.</p> <p>(a) Proposed by Councillor John Housley, seconded by Councillor Adam Hurst and RESOLVED: That it is recommended to Council a grant of £1,890 be awarded to the High Green Musical Theatre Group towards the costs of producing and performing the Barnum Musical Show in 2024.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>The Clerk was also asked to forward contact details of the Ecclesfield Charities to the group, which he agreed to do.</p> <p>(b) Proposed by Councillor Adam Hurst, seconded by Councillor Susan Davidson and RESOLVED: A grant of £350 be awarded to Thorncliffe Villa FC in support of their annual charity football tournament.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>A discussion also took place on the cost of hiring pitches at the Thorncliffe centre, which is operated by Leisure United. It was agreed that this issue should be discussed at a future Full Council meeting.</p>
<p><u>2024/14</u> <u>(F&P)</u></p>	<p><u>Item 14: 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 partial Grant Monitoring Form had been received from Chapeltown Cycling Club. Councillor John Housley agreed to chase this up.</p> <p>b) It was reported that a grant monitoring form was still outstanding from:</p> <ul style="list-style-type: none"> • <u>High Green Villa Football Club</u>. The Clerk confirmed that he had written to the Club informing them that the Council intends to withdraw the grant offer of £2,000 (made to them on 1 August 2022) unless they return the amount awarded or a completed monitoring form within a month (in furtherance of minute 2023/122b (i) (F&P)). The

	<p>Club has assured the Council that the required documents would arrive by the close of play Friday 27th May 2024. A discussion then took place on next steps should this not arrive, especially bearing in mind that this is now well over a year overdue.</p> <ul style="list-style-type: none"> • <u>Chapeltown Forum</u>. Councillor John Housley agreed to chase them up.
2024/15 (F&P)	<p>Item 15: Date and Time of Future Meetings</p> <p>It was confirmed that the next Finance, Premises and Staffing Committee meeting will take place on Thursday 20th June 2024 at 7.15 pm at the Council Offices.</p>

APPENDIX 1: ANNUAL SCHEDULE OF PAYMENTS TO BE PAID VIA DIRECT DEBIT OR BACS (SEE ITEM 8)

Name	Description	Monthly/Yearly	Direct Debit (DD)/Standing Order (SO)/Bacs Transfer (BT)
Ashton Alarms Ltd	Security Alarm Maintenance - Council Offices & Community Rm	Yearly	BT
Around Chapeltown	EPC Newsletter plus Finance Leaflet	Quarterly	BT
BT	Telephone & Broadband	Monthly	DD
Business Stream/Scottish Water	Water-Council Offices & Community Rm	Monthly	BT
Document Solutions	Photocopying, Lease Hire & Maintenance	Quarterly/Yearly	DD/BT
EDF	Gas - Council Offices	Monthly	DD
EE	Mobile - Community Coordinator	Monthly	DD
FMS	Public Toilets & Defibs	Monthly	BT
Fetch It	Compostable dog bags	Yearly	BT
HMRC	Tax & NI	Monthly	BT
ICO	Data Protection	Yearly	DD
Metta Medial Ltd	Accounts Support	Yearly	BT

Netwise	EPC Website	Yearly	BT
PHS	Sanitary Waste	Yearly	BT
Rialtas	Accounts Package	Yearly	BT
Sage	Payroll	Monthly	DD
Salaries	Salaries	Monthly	BT
Sheffield City Council	Council Tax- Community Rm	Monthly	DD
Sheffield City Council	Thorncliffe Leisure Centre Agreement	Yearly	BT
SLCC	Clerk Membership	Yearly	BT
Southern Electric (SSE)	Gas-Community Rm Electric-Council, Community Rm & Public Toilets		
South Yorkshire Pensions	Pensions	Monthly	DD
Supake	IT Support & Email Mailbox	Monthly & Yearly	BT
TITO	EPC Newsletter plus Finance Leaf	Quarterly	BT
Townsweb Archiving	Archive Website	Yearly	BT
Veolia	Waste	Monthly	DD
YLCA	Membership	Yearly	BT
Yorkshire Purchasing Organisations	Stationery/Cleaning supplies	Monthly	BT
Zoom	Subscription	Yearly	BT
Zurich Ins	Insurance Subscription	Yearly	BT