



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.

**Minutes of the Finance, Premises and Staffing Committee Meeting held on
Thursday 20 June 2024 at the Council Offices**

Commenced: 7.15 pm - Concluded: 9.00 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, Councillor Kate Guest, outlined the procedures to ensure that the meeting was effective and lawful.

**2024/16
(FP&S)**

Item 16: Apologies and Reasons for Absence

There were none.

**2024/17
(FP&S)**

Item 17: Declarations of Interests

There were none.

**2024/18
(FP&S)**

Item 18: Exclusion of Press and Public

The Chairman explained that she considered that two items and part of another required the exclusion of the press or public due to the confidential nature of the business to be considered. These were 2024/24 ‘Chapelgreen Advice Centre’; 2024/25 ‘Staffing Issues’ and that part of 2024/26 (F&P) ‘Grant Applications’ dealing with the consideration of the grant applications received.

Proposed by Councillor John Housley, seconded by Councillor Adam Hurst and **RESOLVED:** That the press and public be excluded from items 2024/24 ‘Chapelgreen

	<p>Advice Centre'; 2024/25 'Staffing Issues' and that part of 2024/26 (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>2024/19</u> <u>(FP&S)</u></p>	<p><u>Item 19: Finance, Premises and Staffing Committee Minutes</u></p> <p>An update was provided on the various actions not covered as part of the main agenda from the Finance, Premises and Staffing Committee meeting held on 23rd May 2024. Special mention was made to item 2024/11 'To consider the disposal of a Council asset'; it was reported that two 'Resus Annie' dolls had been donated to the 105th High Green Scout Group.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and RESOLVED: That the minutes of the Finance, Premises and Staffing Committing meeting held on 23 May 2024 be endorsed.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2024/20</u> <u>(FP&S)</u></p>	<p><u>Item 20: To consider monthly accounts schedule and budget update</u></p> <p>A verbal and written report was provided on the bank reconciliation and budget update up to the end of March 2024. The indicative nature of the update was emphasised and that the final year accounts would be provided at the July 2024 meeting of the Committee. The Clerk reported that he anticipated a slightly bigger underspend for the 2023-2024 accounts than originally anticipated. This was then discussed. The Clerk also explained that the Council had received slightly more income from VAT returns than anticipated. A discussion also then took place on this.</p> <p>The Chairman explained that she was working with the Clerk and the Financial and Administrative Officer to provide the headline monthly accounts in a more streamlined and simplified version, including charts, which was welcomed.</p> <p>The Chairman also emphasised that going forward any new suggestions for proposals or activities not already contained in the agreed budget should first come to the Finance, Premises and Staffing Committee for their consideration. Also, that the sponsoring officer or councillor should provide a verbal or written report outlining any Council financial and staffing requirements and where these would be found, including specific budget headings.</p> <p>Proposed by Councillor Michael Levery, seconded by Councillor John Housley and RESOLVED: That</p> <ul style="list-style-type: none"> (i) The bank reconciliation and indicative monthly accounts up to the end of March 2024 be endorsed. (ii) It is recommended to Council any underspends from 2023-2024 budget not already accounted for in the approved budget for 2024-2025 should be transferred to general reserves apart from the underspend from the Chapeltown Toilets budget heading, which should be transferred into a new earmarked reserve for improvements to Chapeltown Toilets. (iii) It is recommended to Council an additional £750 should be transferred to the agreed budget for improvements to the Council Offices and this should be met from additional VAT receipts income (see also minute 2024/14 (FC)). (iv) The Clerk investigate the financial and resource costs of being able to stream Parish Council meetings live and this be considered at a future meeting. <p style="text-align: right;"><i>(7 in favour)</i></p>

<p><u>2024/21 (F&P)</u></p>	<p><u>Item 21: Policies for Consideration – Financial Regulations</u></p> <p>The Clerk reported that is good practice for a parish council to review its Financial Regulations at least on an annual basis. The Council’s existing ones have been reviewed and a revised draft version prepared based on the updated ‘Model Financial Regulations for local councils’ prepared by the National Association of Local Councils (NALC). He explained that the new Model Financial Regulations included several changes from the previous version including the introduction of a new role of ‘Service Administrator’. These were then discussed.</p> <p>Proposed by Councillor Michael Levery, seconded by Councillor John Housley and RESOLVED: That</p> <ul style="list-style-type: none"> (i) It is recommended to Council that the draft Financial Regulations (2024) be approved. (ii) The Financial and Administrative Office job description be amended to include the role of Service Administrator and the grading of the post be reevaluated in respect of this. <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2024/22 (FP&S)</u></p>	<p><u>Item 22: Draft Internal Audit Review 2023/2024</u></p> <p>The Chairman explained that the Council had received a copy of the draft report from the Internal Auditor for the period 2023/2024 which she and the Clerk and the Financial Administration Officer were reviewing. The Chairman outlined the main emerging outcomes and recommendations following the review noting that overall it was very positive about the Council’s financial and governance policies and procedures.</p>
<p><u>2024/23 (FP&S)</u></p>	<p><u>Item 23: 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 of minute 2023/118 (F&P)).</u></p> <p>An update was provided by the Financial and Administrative Officer. This was then considered.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Adam Hurst and RESOLVED: It is recommended to Council that an additional notice board be purchased for outside the Council Offices subject to its cost not exceeding £1,055.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(b) <u>Purchase of two former BT phone boxes (in furtherance of minute 2023/149 (FC))</u></p> <p>The Clerk reported that contracts had been signed and exchanged between the Parish Council and BT. The next stage was for BT to remove all of the telephone equipment and them then to issue a completion notice. An update was also provided on discussions with the landlord of the Barrel Public House, which one of the phone boxes was close to, and external funding opportunities.</p> <p>(c) <u>Benches</u></p> <p>It was reported that the agreed improvements to the various benches across the Parish were just about complete.</p>

<p><u>2024/24</u> <u>(FP&S)</u></p>	<p><u>Item 24: Chapelgreen Advice Centre</u></p> <p>Members were reminded that it was agreed that the residual amount (£1,800) of the £9,000 contribution to the Chapelgreen Advice Centre for 2023/24 be paid conditional on receipt of a satisfactory audit/health check of the Advice Centre’s financial records and procedures (see also Minute 2023/94c (FC)).</p> <p>The Chairman of the Finance, Premises and Staffing Committee and the Clerk reported on a useful meeting that they had with representatives from the Advice Centre to consider their revised financial records and procedures, this included the introduction of a specialist and commonly used Accounts and Administration software package. This was then discussed.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Michael Morrissey and RESOLVED: That it is recommended to Council that the residual amount (£1,800) of the £9,000 contribution to the Chapelgreen Advice Centre for 2023/24 be paid to the Centre (in furtherance of minute 2023/94c (FC)).</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2024/25</u> <u>(FP&S)</u></p>	<p><u>Item 25: Staffing Issues</u></p> <p>The Clerk provided a verbal report. This covered a range of staffing issues. This included business continuity arrangements should staff go on long term sick. The Clerk also outlined the office cover arrangements over the summer period especially bearing in mind staff taking leave (including TOIL) over the period. He said that he would strive to ensure that at least two members of staff were not on leave over the summer period though this did not necessarily mean that they would be in the Council Offices as they may be attending meetings etc. Further, he would ensure that at least one member of staff was present in the Council Offices during core hours and that any health and safety issues associated with this, including lone working had been considered and dealt with.</p>
<p><u>2024/26</u> <u>(FP&S)</u></p>	<p><u>Item 26: 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 in Bloom towards the costs of rides at the annual “Party in the Park” family gala in Mortomley Park on Saturday 31st August 2024.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(b) Proposed by Councillor Susan Davidson, seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended that a grant of £565 for environmental improvements around the two bowling greens be awarded to Thorncliffe Bowling Club.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>Councillor Mike Levery also agreed to make contact with representatives from Thorncliffe Bowling Club to discuss further some of the environmental issues they were facing, particularly with trees.</p>
<p><u>2024/27</u> <u>(FP&S)</u></p>	<p><u>Item 27: Grant Monitoring</u></p> <p>An update was provided on the various monitoring forms received. It was reported that Grant Monitoring Forms had been received from:</p>

	<ul style="list-style-type: none"> • Chapeltown Forum • 105th Sheffield (High Green Scout Group) • High Green Athletic Club • Friends of Chapeltown Park <p>Special mention was made to the one received from High Green Villa Football Club, which it was noted had been received after that the Council had notified them that the Council intended to withdraw the grant offer of £2,000 (made to them on 1 August 2022) unless they return the amount awarded or receipt of the long overdue completed monitoring form within a month (in furtherance of minute 2023/122b (i) (F&P)).</p>
<p><u>2028/28</u> <u>(FP&S)</u></p>	<p><u>Item 28: Date and Time of Future Meetings</u></p> <p>This was considered.</p> <p>It was confirmed that the next Finance, Premises and Staffing Committee meeting would take place on Thursday 18th July 2024 at 7.15 pm at the Council Offices.</p> <p>It was also agreed that the Finance, Premises and Staffing Committee meetings originally scheduled for the 21st November 2024 and 17th April 2025 should now take place on 28th November 2024 and 10th April 2025, the time and venue were unaltered.</p>