

TO ALL MEMBERS OF THE FINANCE & PREMISES COMMITTEE

Summons

8 February 2018

Dear Sir/ Madam,

You are respectfully summoned to attend the next meeting of the Finance & Premises Committee to be held at 7.00 pm on Thursday 15 February 2018 at the Council Offices, Mortomley Lane, High Green.

Recording meetings

You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

Public Participation

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence).

AGENDA

1. To receive apologies for absence from members and to consider the reasons for absence.
2. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting
3. To identify any items for discussion that may require the exclusion of the press & public

Cllrs G Weatherall, Ms S Constance, D Pepper, J Housley, G Oxley, Mrs A Brownrigg, M Appleby, Mrs K Granger Mrs Z Sykes and Mrs A Gethin

4. To confirm, for the period ending 31 January 2018 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions
5. Applications for Financial Assistance
 - Ecclesfield Gala - 7.10pm
6. To receive Grant Monitoring Forms
7. To consider a request from High Green in Bloom to purchase a planter for outside the Parish Council offices to be maintained by High Green in Bloom
8. To consider the Council Tax Leaflet of Ecclesfield Parish Council for the Financial Year ended 31 March 2019
9. To receive an update from the Chair of the Archiving Project
10. Review of Fidelity Insurance cover
11. Review of Council Standing Orders
12. Review of Financial Regulations
13. Review of Internal Audit
14. Review of Council's Risk Assessment
15. Review of the Council's Office and Community Room Health and Safety Procedures
16. Review of premises hire charges and terms of hire
17. Review of Council's general insurance cover including assets insurance
18. Review of Sheffield City Council's Complaints Procedure
19. To receive a report from Shield Estates with regard to the current condition and refurbishment of the Community Room
20. Correspondence

Yours faithfully,

D Morton

D J Morton

Clerk and Financial Officer