



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

**Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS**

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7 May 2020

## **Notice of meeting**

Notice is hereby given that the next meeting of the Annual Meeting of Council which will be held virtually on **Thursday 14 May 2020 at 7.000pm.**

Please follow the link below to join the meeting

<https://us02web.zoom.us/j/88126601497?pwd=bGt1Sm5ha1VFQ0QzMHNXdW9UQS9zdz09>

Yours sincerely

Mrs Karen Canadine  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

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## **Chairman's announcement**

Prior to the commencement of the meeting, the Chairman will outline the procedure for this remote meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the council's code of conduct during the meeting.
- Voting procedure.
- Public session and exclusion of the press and public procedures
- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the start of the meeting. The meeting is being recorded by the council.
- All councillors present are required to state their name prior to the commencement of the meeting.

## **AGENDA**

### **ANNUAL MEETING ITEMS**

#### **1. Election of Chairman**

- a) To elect the Chairman of Ecclesfield Parish Council.
- b) To receive the Chairman's Declaration of Acceptance of Office.
- c) To elect the Vice Chairman of Ecclesfield Parish Council.

#### **2. Apologies and Reasons for Absence**

To note apologies and approve reasons for absence.

#### **3. Remote Meetings of Ecclesfield Parish Council**

During the current coronavirus pandemic, the Parish Council is holding council and committee meetings remotely. Members are asked to approve the attached addendum to the standing orders to cover remote meeting procedures.

#### **4. Chairman and Councillor Allowances**

- a) To consider the payment of a Chairman's Allowance for 2020/2021.
- b) To consider the payment of Councillors Attendance Allowances for 2020/21.

#### **5. Registers of Interests**

To receive any updated Registers of Interests from members.

#### **6. Staff Appointments**

- a) To note the appointment of a new Parish Clerk and Responsible Financial Officer from 14 April 2020 and to appoint her line manager.
- b) To note the appointment of a new Community Co-ordinator from 20 April 2020 and to appoint her line manager.

#### **7. General Power of Competence**

To consider the adoption of the General Power of Competence (GPC) as a power of first resort, now that Ecclesfield Parish Council meets the required criteria (clerk report attached)

#### **8. Public Participation Session**

To receive questions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders.

(standing order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes).

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 before the meeting so they can be dealt with under correspondence.

**9. Declarations of Interest**

- a) To consider any requests for dispensation.
- b) To note any declarations of interests not already declared under the members Code of Conduct or members register of Disclosable Pecuniary Interests.

**10. Committees of Ecclesfield Parish Council**

- a) To appoint Standing Committees and Committees of Ecclesfield Parish Council (Standing Order 4) A current committee structure is attached for reference and update.
- b) To appoint members (Standing Order 4 (d) iv) and substitute members (Standing Order 4 (d) v) to council committees.
- c) To appoint a chairman to the Environmental Planning Committee and Finance Committee which are both standing committees (as required by Standing Order 4 (d) vi)

Each committee will consider the appointment of sub-committees and the members of sub-committees at the first meeting of the committee following this Annual Meeting of Council.

**11. Councillor Representatives to Outside Bodies**

To appoint a Parish Council representative on the following bodies:

<b>Outside Body</b>	<b>Current Representative</b>
Ann Reresby Trust	Cllrs Mrs T Grantham, D Ogle & ex Cllr Mrs D Fearnley (special request)
Ecclesfield Charities	Cllr Mrs K Guest
Ecclesfield Civil Parish Archiving Project	Cllrs J Housley, G Lakin & D Ogle
Grenoside Advisory Body	Cllrs A Hooper & Mrs C Levery
SCC Standards Committee	Cllrs T Bawden & Mrs C Levery
YLCA	Cllrs T Bawden, P Swift & Mrs K Canadine (Clerk to Council)

**12. Signatories for Cheque and Bank Payments**

To confirm cheque signatories for the Parish Council's accounts and to ask the new signatories to complete and sign the "Change of Signatory Application Form" if applicable. Current signatories list attached.

### **13. Annual Governance and Accountability Return (AGAR) 2019/2020**

- a) To approve the Annual Governance Statement for AGAR 2019/2020 (attached)
- b) To approve the Statement of Accounts for AGAR 2019/2020 (attached)
- c) To note the Internal Auditors report for AGAR 2019/2020 (attached)

### **14. Internal Auditor**

- a) To note the detailed Internal Auditor's Report to council for 2019/2020 (attached)
- a) To consider the re-appointment of Yorkshire Internal Audit Services as Ecclesfield Parish Council's Internal Auditor for 2020/2021.

### **15. Appointment of the External Auditor**

To appoint PKF Littlejohn LLP as the External Auditor for 2020/2021.

### **16. Council Minutes**

To approve the Minutes of the Parish Council meeting held on 5 March 2020 (attached)

### **17. Delegation to Proper Officer during Coronavirus Pandemic**

To ratify any decisions taken by the Proper Officer since the last meeting of the council held on 5 March 2020 during the Coronavirus Pandemic (attached)

## **POLICY**

### **18. Polices for Review**

- a) To adopt the NALC Model Code of Conduct and to note the accompanying NALC Legal Topic Note 80 on Members Conduct and the Registration and Declaration of Interests (attached)
- b) To review and adopt the Scheme of Delegation (attached)
- c) To review and adopt Standing Orders (attached)

## **PLANNING**

### **19. Environmental Planning Committee Minutes**

To approve the Minutes of the Environmental Planning Committee meeting held on 23 April 2020 (attached)

## **FINANCE**

### **20. Finance Committee Minutes**

To approve the Minutes of the Finance Committee meeting held on 12 March 2020 and to approve the committee's recommendations (attached).

### **21. Precept**

To note that the precept requested of £263,622 and council tax support grant of £4,113 has been received and banked.

## **22. Bank Account Balances**

Community Direct Plus Current Account as at 30.4.20	£273,997.15
Community Direct Plus Imprest Account as at 30.4.20	£ 22,405.91
Scottish Widows Bank Account as at 30.4.20	£144,845.11
Grenoside Exhibition Fund as at 30.4.20	£ 2,840.83
Black Rock Investment – Grenoside Exhibition	£ 10,226.86
M&G Investments – Grenoside Exhibition	£ 12,796.75
Unity Trust as at 30.4.20	£ 482.00
Instant Access Account – Neighbourhood Plan	£ 10.08

## **23. Grant to Thorncliffe Community Sports 2019/2020**

To consider a way forward relating to this unspent grant in 2019/2020. An update from the group is attached.

## **24. Payments for Approval**

a. To consider the approval of the list of payments dated 14 May 2020 and to retrospectively approve any payments made in between meetings (attached)

## **CORRESPONDENCE**

### **25. Correspondence for decision**

To consider an email from the Community Coordinator on behalf of a member of the Parish requesting to hold a proposed event to celebrate the community coming together through the pandemic. (attached)

### **26. Correspondence to note**

- Postponement of Elections (*NALC Legal Briefing L03-20 The Local Government and Police and crime Commissioners (Coronavirus) (Postponement of elections and referendums) (England and Wales) Regulations 2020*. Note: This legislation covers by-elections.
- White Rose Updates from YLCA (issued to councillors by e-mail)

## **EXCLUSION OF PRESS AND PUBLIC**

**27.** To consider the exclusion of the Press and Public (Public Bodies Admission to Meetings Act) 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

### **28. Date and Time of Future Meetings:**

The next council meeting will be an ordinary meeting of council on 4 June 2020.  
A Finance and Premises Committee meeting will be held on 20 May 2020 and an Environmental Planning Committee meeting will be held on 21 May 2020.

### **29. Closure of meeting**