



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

Council offices Mortomley Lane, High Green, Sheffield S353HS

Telephone: (0114) 2845095/2844771 Fax: (0114) 2869486

Email: admin@ecclesfield-pc.gov.uk

Visit our Website: www.ecclesfield-pc.gov.uk

To All Members of the Parish Council,

You are hereby summoned to attend an Extra Ordinary meeting of Ecclesfield Parish Council to be held on Thursday 11 June 2020 at 7pm via Zoom (joining details displayed below)

<https://us02web.zoom.us/j/3687003190?pwd=VmE2aU5HdjhjUDdsWHJEczlGMGJWZz09>

[Meeting ID: 3687003190](#)

[Password: Extra](#)

To Join via a mobile:

+442034815237,,3687003190#,,1#,505111#United Kingdom

+442034815240,,3687003190#,,1#,505111#Unoted Kingdom

To join via landline :

+442034815237 United Kingdom

Meeting ID : 3687003190

Password: 505111

Find your local number: [https://us02web.zoom.us/u/kRSNIHQP](https://us02web.zoom.us/j/3687003190)

Councillor John Housley

(Chairman)

06/06/2020 date summons is sent

Chairman's announcement:

Prior to the commencement of the formal meeting, the Chairman will outline the procedure (as per Ecclesfield Parish Council Standing Orders for Remote Meetings) for the effective management of this remote meeting, to include:

- Ecclesfield Parish Council Code of Conduct and observation of that Code
- Debate and Voting procedures
- How the public participation session will operate
- How the council will manage any items of business where it has resolved to excluded members of the press and public
- All councillors present to state their name prior to the commencement of this meeting

AGENDA

1. Apologies and Reasons for Absence:

- a. To note apologies and approve reasons for absence

2. Declarations of Interest:

- a. To consider any Dispensation Requests
- b. To note any Declarations of Interests not already declared under Code of Conduct or members' Register of Disclosable Pecuniary Interests

3. Public Participation:

To receive questions from members of the public under the direction of the Chairman, in accordance with Ecclesfield Parish Council Standing Orders

Members of the public should note that Ecclesfield Parish Council reserves the right to respond in writing if any matter requires further research or consideration.

4. Ecclesfield Parish Council Insurance Provision for 2020/21

- a. To approve the following recommendation from Ecclesfield Parish Council's Finance Committee: *that the Council's insurance provision be provided by Zurich on a three-year long-term agreement at a cost of £1,968 per annum.*

5. Councillor Resignation

- a. To receive the advice from NALC regarding resignation of a councillor
- b. To note the resignation of Mr Alec Henstock
- c. To note that Sheffield City Council has been notified of this casual vacancy

6. Employment

- a. To receive a verbal report from the Staffing Committee Chairman on the meeting held 29 May 2020
- b. To consider options for the appointment of a locum clerk

- c. To resolve to task the Staffing Committee with investigating and formally reporting to the full Council on the reasons for the current staffing problems to enable the Council and councillors to look at their current practices and make improvements where necessary

To resolve to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted (agenda items 7f and 7fg only)

7. Ecclesfield Parish Council Administration

- a. To approve the appointment of a council member as Proper Officer for the purposes defined in law
- b. To consider the appointment of a council member as temporary unpaid clerk/RFO on a volunteer worker contract and job description
- c. To approve the Staffing Committee to undertake an investigation of the sudden loss of new clerk and current staffing arrangements and produce a report on potential causes and prevention of similar occurrences in the future for consideration by Ecclesfield Parish Council
- d. To approve instructions to administrative staff to change all current passwords for council e-mail addresses and OneDrive
- e. To approve designated key holders
- f. To note receipt of Freedom of Information request and advice from YLCA
- g. To note receipt of Subject Access Request and advice from YLCA
- h. To receive advice from NALC on the legality of the Annual Meeting of the Council held on 14 May 2020 with regards to the wrongly dated Standing Orders.

8. Ecclesfield Parish Council Meetings

- a. To confirm the date and time of next meetings of Ecclesfield Parish Council and its Committees (in light of the current staffing situation)