



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

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

**Telephone: (0114) 2845095/2844771**

**Email: [admin@ecclesfield-pc.gov.uk](mailto:admin@ecclesfield-pc.gov.uk)**

**Visit our Website: [www.ecclesfield-pc.gov.uk](http://www.ecclesfield-pc.gov.uk)**

**To All Members of the Finance and Premises Committee**

## **SUMMONS AND AGENDA**

9 July 2021

Dear Councillor,

You are respectfully summoned to attend the Finance and Premises Committee meeting of Ecclesfield Parish Council to be held virtually at **7.15 pm on Thursday 15 July 2021**. Please follow this link to join the meeting:

<https://us02web.zoom.us/j/86576481681?pwd=dDFiY2x1Nm4wK3d5VmZ3bDI3RVd xZz09>

Meeting ID: 865 7648 1681

Passcode: 526182

One tap mobile

+442039017895,,86576481681#,,,,\*526182# The United Kingdom

+442080806591,,86576481681#,,,,\*526182# The United Kingdom

Yours sincerely

*Andrew Towlerton*

Mr Andrew Towlerton

Clerk and Responsible Financial Officer

Ecclesfield Parish Council

### **Committee Membership\***

**Councillor Kate Guest (Chairman), Councillor David Ogle (Vice-Chairman), Councillor Victoria Bowden, Councillor John Brownrigg (ex officio), Councillor Susan Davidson, Councillor John Housley (ex officio) and Councillor Thomas Sturgess.**

\*Substitute members may be appointed in accordance with Standing Order 4v.

### **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, safe 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 for the purposes of aiding minute taking.
- All Councillors present are required to state their name prior to the commencement of the meeting.

### **AGENDA**

#### **2021/36 (F&P). Apologies and Reasons for Absence**

To note any absences.

To approve any reasons for absence.

#### **2021/37 (F&P). Declarations of Interest**

To consider any requests for dispensation.

To note any declaration or interests not already declared under the Member's Code of Conduct or Member's Register of Disclosable Pecuniary Interests.

#### **2021/38 (F&P). Exclusion of Press and Public**

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

#### **2021/39 (F&P). 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.

#### **2021/40 (F&P). Grant Applications**

To consider, and make recommendations to Full Council, in respect of the grant application received in respect of:

- High Green Playgroup (attached as item 40a)

#### **2021/41 (F&P). Finance Committee Minutes**

To consider the approved Minutes and actions of the Finance and Premises Committee meeting held on 24 June 2021 (attached as item 41a).

#### **2021/42 (F&P). Revised Financial Regulations**

At its 27 May 2021 meeting, the Finance and Premises recommended (see minute 11/2021) to Council that a small number of specified modifications be made to the Council's Financial Regulations to ensure they were up to date and generally fit for purpose, which Council agreed. The Committee is asked to consider the revised Financial Regulations (attached as Item 42a) to recommend them to Full Council for approval. The proposed revisions to the text are shown in bold.

#### **2021/43 (F&P) To consider the Terms of Reference for the Finance and Premises Committee**

It is good practice, and the Council's rules require, that these be reviewed on at least an annual basis. The proposed revised Terms of Reference are attached as item 43a.

#### **2021/44 (F&P). Annual Governance and Accountability Return and Public Inspection of Accounts for the financial year 2020/21**

To receive an update from the Clerk.

#### **2021/45 (F&P). Internal Audit of Accounts for the Year End 31 March 2021**

To receive and consider the interim findings (including any recommendations) of the independent Internal Audit of Accounts for the financial year ending 31 March 2021 (attached as item 45a).

#### **2021/46 (F&P). Improvements to the Council's IT systems (including laptops for members)**

To receive a verbal progress report from the Clerk.

**2021/47 (F&P). Unauthorised car parking outside the Council offices**

To receive a verbal report from the Clerk and consider the next steps.

**2021/48 (F&P) Other Correspondence**

To receive a verbal report from the Clerk on any other correspondence, including Grant Monitoring form received from Friends of Chapeltown Park (attached as item 48a)

**2021/49 (F&P). Date and Time of Future Meetings**

To note the date and time of the next scheduled Finance and Premises Committee meeting to take place on Thursday 16 September 2021 at 7.15pm.