



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

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

**Telephone: (0114) 2845095**

**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 Parish Council**

## **SUMMONS**

11th May 2023

Dear Councillor,

You are respectfully summoned to attend the Annual Meeting of Ecclesfield Parish Council which will take place at **the Council Offices** on Thursday 18th May 2023 at 7.30 pm.

To view the agenda please click the link below:

<https://ecclesfield-pc.gov.uk/document-category/agendas/> for the meeting of Ecclesfield Parish Council for this date.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the public and press may attend the meeting.

**Please do not attend if you are unwell and displaying Covid symptoms.**

Yours sincerely

*Andrew Towlerton*

Mr Andrew Towlerton  
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 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.
- All Councillors present may be required to state their name prior to the commencement of the meeting.

## **AGENDA**

### **ANNUAL MEETING ITEMS**

#### **2023/1 (FC) 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.

#### **2023/2 (FC) Apologies and Reasons for Absence**

- a) To note any apologies.
- b) To approve any reasons for absence.

#### **2023/3 (FC) Registers of Interests**

- a) To record any requests for dispensation that have been granted.
- b) To receive and record any declaration or interests not already declared under the Members Code of Conduct or Registers of Interests from members.

#### **2023/4 (FC) Exclusion of the Press and Public**

To consider the exclusion of the press and public in accordance with Public bodies Admission to Meeting Act 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

#### **2023/5 (FC) 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.

### **2023/6 (FC) Committees of Ecclesfield Parish Council**

- a) To appoint Standing Committees and Committees of Ecclesfield Parish Council (in accordance with Standing Order 4). A current Committee structure (including membership) is attached for reference.
- b) To appoint members (Standing Order 4 (d) iv) to Council Committees.
- a) To appoint a Chairman to the Environmental Planning Committee, Staffing Committee and Finance and Premises Committee which are all standing Committees (as required by Standing Order 4 (d) vi)

Each Committee will consider the appointment of the Vice Chairman, Sub-Committees and the members of Sub-Committees at the first meeting of the Committee following this meeting of Council.

| <b>Environmental Planning Committee</b> |
|---|
|   |
| Cllr T Whitaker (Chairman)              |
| Cllr M Appleby                          |
| Cllr Dr J Bowden (Ex Officio)           |
| Cllr D Fearnley                         |
| Cllr A Hooper                           |
| Cllr J Housley (Ex Officio)             |
| Cllr T Sturgess                         |

| <b>Finance and Premises Committee</b> |
|---------------------------------------|
|                                       |
| Cllr K Guest (Chairman)               |
| Cllr Dr J Bowden (Ex Officio)         |
| Cllr Mrs V Bowden                     |
| Cllr J Brownrigg                      |
| Cllr S Davidson                       |
| Cllr J Housley (Ex Officio)           |
| Cllr C Lavery                         |
| Cllr D Ogle                           |

| <b>Staffing Committee</b>     |
|-------------------------------|
|                               |
| Cllr C Lavery (Chairman)      |
| Cllr Dr J Bowden (Ex Officio) |
| Cllr V Bowden                 |
| Cllr J Brownrigg              |
| Cllr J Housley (Ex Officio)   |
| Cllr T Sturgess               |

## **2023/7 (FC) Councillor Representatives to Outside Bodies**

To appoint a Council representative (s) on the following outside bodies:

| <b>Outside Body</b>  | <b>Current Representative (s)</b>                   |
|--|---|
| Ann Reresby Trust  | Cllr S Davidson and Cllr D Fearnley                 |
| Ecclesfield Charities                                      | Cllr K Guest  |
| Grenoside Advisory Body                                    | Cllr A Hooper & Cllr C Levery                       |
| Sheffield City Council (SCC) Audit and Standards Committee | Cllr D Ogle   |
| Yorkshire Local Councils Associations (YLCA)               | Cllr J Housley & A Towlerton (Clerk to the Council) |
| SCC North Sheffield Local Area Committee (LAC)             | Cllr D Ogle & Cllr T Whitaker                       |
| High Green Development Trust                               | Cllr D Ogle   |

NB - Nominations to the Council's various Working Parties will be considered at the June meeting of the Council.

## **2023/8 (FC) To Approve the Annual Schedule of Council Meetings for 2023/2024**

The proposed schedule is shown as attachment item 8a.

## **Ordinary Council Meeting Agenda**

### **2023/9 (FC) Council Minutes**

To approve the Minutes of the Full Council meeting held on 6 April 2023 (attached as item 9a).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

### **2023/10 (FC) Environmental Planning Committee Minutes**

- a) To approve the Minutes of the Environmental Planning Committee meeting held on 6 April 2023 (attached as item 10a).
- b) To endorse the Notes of the Environmental Planning Delegated Powers meeting held on 20 April 2023 (attached as item 10b).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

### **2023/11 (FC) Finance and Premises Minutes**

To approve the Minutes and any recommendations requiring Council approval of the Finance and Premises Committee meeting held on 20 April 2023 (attached as item 11a). Councillor's attention is particularly drawn to the following item:

- That it is recommended to Council that Grenoside Singers be offered a grant of £2,200 from the Ward Based grant programme towards the costs of a piano, new music and publicity materials (Grenoside ward) - 2022/99b (F&P).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted to the minutes prior to the meeting commencing.

### **2023/12 (FC) Staffing Minutes**

To approve the Minutes and any recommendations requiring Council approval of the Staffing Committee meeting held on 30 March 2023 (attached as item 12a).

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted to the minutes prior to the meeting commencing.

### **2023/13 (FC) General Power of Competence**

To confirm the Council continues to meet the conditions to qualify and use the General Power of Competence. Further information about the General Power of Competence (including eligibility criteria) can be found at [SLCC | The General Power of Competence \(GPC\) England](#).

### **2023/14 (FC) Monthly Accounts and Payments for Approval**

- a) To approve the accounts to the end of March 2023.
- b) To approve the Bank Reconciliation to the end of March 2023.
- c) To approve the schedule list of payments made between 31<sup>st</sup> March 2023 and 6<sup>th</sup> May 2023 (attached as item 14a).

### **2023/15 (FC) Banking Signatories, Internal Control and Pay Roll**

- a) To appoint the authorised bank signatories in relation to the Council's Banking mandate (The Council's Financial Regulations require that cheques and some other payments must be authorised by two designated councillors. The designated ones are currently councillors John Housley and Kate Guest and former councillors John Brownrigg and Carol Levery).
- b) To appoint the Council's Internal Control officers for the financial year 2023/2024 (These designated councillors complete the monthly internal control checks of the Council's financial systems and payments. The current ones are former councillors Tim Whitaker and Carol Levery. NB it is good practice that internal

control officers are not a member of a Council's Finance and Premises Committee).

- c) To appoint a designated lead member for over-seeing the Council's monthly pay roll run (The present one is former councillor John Brownrigg).

### **2023/16 (FC) Training and Development**

To consider any training and development needs of Councillors.

### **2023/17 (FC) Kings Charles III Coronation Working Group**

To receive a verbal report on local celebrations and activities that took place over the weekend of 6<sup>th</sup> May 2023 to celebrate the King Charles III Coronation.

### **2023/18 (FC) Correspondence.**

- YLCA White Rose Update.
- YLCA Training programme.
- NALC Parliamentary Briefing.
- NALC Chief Executives Bulletin.
- High Green Development Trust / The Campus – Update.
- Confirmation from SCC that the Parish Council's nomination to register Mowbri Bakery as an Asset of Community Value had been received and is being considered.

NB – Copies can be provided to Councillors, where appropriate, by request.