



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Finance and Premises Committee

SUMMONS AND AGENDA

9th June 2023

Dear Councillor,

You are respectfully summoned to attend the Finance and Premises Committee meeting of Ecclesfield Parish Council to be held at the **Council Offices, Mortomley Lane, High Green** on Thursday 15th June 2023 at 7.15 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.

Andrew Towlerton

Mr Andrew Towlerton
Clerk and Responsible Financial Officer
Ecclesfield Parish Council

Committee Membership*

Councillor Kate Guest (Chairman), Councillor John Housley (Vice-Chairman), Councillor Victoria Bowden (ex officio), Councillor Anthea Brownrigg, Councillor Susan Davidson (ex officio), Councillor Adam Hurst and Councillor Michael Levery.

*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 meeting to ensure that the meeting is effective, safe and lawful including:

- Councillors must observe the Council's Code of Conduct.
- 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 Council may record the meeting for minute purposes.
- All Councillors present may be required to state their name prior to the commencement of the meeting.

AGENDA

2023/11 (F&P). Apologies and Reasons for Absence

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

2023/12 (F&P). Declarations of Interest

- a) To note any requests for dispensation.
- b) To receive and record any declaration or interests not already declared under the Member's Code of Conduct or Member's Register of Disclosable Pecuniary Interests.

2023/13 (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.

2023/14 (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.

2023/15 (F&P). Finance and Premises Committee Minutes

To consider any actions arising from the approved minutes of the 25th May 2023 Finance and Premises Committee Meeting (attached as item 15a).

2023/16 (F&P). To consider monthly accounts schedule and budget update

- a) To receive a verbal and written report on the financial year end report for the year 2022/2023.
- b) To receive a verbal report on future budget reporting arrangements.

2023/17 (F&P). Review of Council's grant awarding policies and procedures and next steps

To consider progress and agree next steps.

2023/18 (F&P). Annual Schedule of Payments to be paid via Direct Debit or Bacs

To consider and recommend for approval to Council the Annual Schedule of payments to be paid via Direct Debit or Bacs (in furtherance of Financial Regulation 6.7 which requires 'The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every year').

2023/19 (F&P). Schedule of Contracts 2022/23

- a) To receive a verbal report on the annual schedule of contracts up for review/renewal in the financial year 2022/2023.
- b) To consider progress and agree next steps with the renewal of (i) the Insurance and (ii) Grounds Maintenance contracts.

2023/20 (F&P) Grant Monitoring

- a) The following Grant Monitoring forms have been received:
 - 192nd Rainbows
 - The Unibrass Foundation
 - Update from Grenoside and District Local History Group
 - Update from High Green Development Trust
- b) The following grant monitoring forms from the financial year 2022/2023 are more than 6 months outstanding:
 - Pastways
 - Friends of Windmill Hill

- St Vincents Boxing Club
- High Green Athletic Football Club
- Friends of Grenoside Park
- Thorncliffe and Wentworth Cricket Club
- Friends of Grenoside Green
- Chapeltown and District Amateur Operatic Society
- Friends of Lound Academy PTA

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

2023/21 (F&P). Date, Time and Venue of Future Meetings

The next Finance and Premises Committee meeting will take place at **the Council Offices, Mortomley Lane, High Green** on Thursday 20th July 2023 at 7.15 pm.