



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

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

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

## **SUMMONS AND AGENDA**

12<sup>th</sup> October 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 19<sup>th</sup> October 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 Towleron*

Mr Andrew Towleron  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

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### **Committee Membership\***

**Councillor Kate Guest (Chairman), Councillor John Housley (Vice-Chairman), Councillor Adam Hurst, Councillor Victoria Bowden, Councillor Susan Davidson 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.

### **Public Participation Session**

Prior to the formal commencement of the meeting, there will be an opportunity for members of the public to ask questions 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). The Chairman may direct that a written response be provided if a satisfactory verbal response cannot be given.

## **AGENDA**

### **2023/49 (F&P) Apologies and Reasons for Absence**

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

### **2023/50 (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.

**2023/51 (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.

**2023/52 (F&P) Finance and Premises Committee Minutes**

To consider any actions arising from the approved minutes of the 21<sup>st</sup> September 2023 Finance and Premises Committee Meeting (attached as item 52a).

**2023/53 (F&P) To consider monthly accounts schedule and budget update**

To receive a verbal report on the budget update and bank reconciliation to end of August 2023.

**2023/54 (F&P) Interim Audit**

To confirm that the Interim Audit for accounts 2023-24 has been booked in for November 2023.

**2023/55 (F&P) Policies for approval**

To consider recommending for approval to Council:

- The Draft Reserves Policy (attached as item 55a).

**2023/56 (F&P) Improvements to the Council Offices**

To receive a verbal report on progress, including the removal of the safe in Chambers.

**2023/57 (F&P) Clothing Bank**

To consider the installation of a clothing bank outside the Council Offices.

**2023/58 Replacement of the photo copier at the Council Offices**

To consider replacing the current existing photo copier.

**2023/59 (F&P) Grant Monitoring**

a) The following Grant Monitoring forms have been received:

- Ecclesfield Handbell Ringers
- Ecclesfield Gala Committee
- Friends of Grenoside Park

b) The following grant monitoring forms from the financial year 2022/2023 are more than 6 months outstanding:

- High Green Athletic Football Club
- Friends of Lound Academy PTA
- Grenoside and District Local History Group
- Chapeltown W.I
- Thorncliffe Football Club (Covid and Ward Based)

c) To consider a request for an extension to submit or amend their grant monitoring form:

- Grenoside Singers

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

#### **2023/60 (F&P). Grant Applications for consideration**

- Chapeltown Forum (attached as item 60a)
- 25<sup>th</sup> Sheffield Ecclesfield Scout Group (attached as item 60b)

#### **2023/61 (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 9<sup>th</sup> November 2023 at 7.15 pm.