



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

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

To All Members of the Finance and Premises Committee

SUMMONS AND AGENDA

12th January 2024

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 18th January 2024 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.

Andrew Towlerton

Mr Andrew Towlerton
Clerk and Responsible Financial Officer
Ecclesfield Parish Council

Public Participation

Please note that prior to the commencement of the meeting there will be an informal 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.

MEETING

Committee Membership*

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

*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 participation 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

2023/82 (F&P) Apologies and Reasons for Absence

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

2023/83 (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.

2023/84 (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.

2023/85 (F&P) Finance and Premises Committee Minutes

To consider any actions arising from the approved minutes of the 14th December 2023 Finance and Premises Committee Meeting (attached as item 85a).

2023/86 (F&P) To consider monthly accounts schedule and budget update

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

2023/87 (F&P) Draft Interim Internal Audit Review January 2024

To receive a verbal update to consider the outcomes and any recommendations of the internal auditor following the Interim Internal Audit Review for the financial year 2023/2024.

2023/88 (F&P) Time Capsules

To receive a verbal progress report.

2023/89 (F&P) Grant Applications

- Grenoside Primary PTA (attached as item 89a).
- Paces Sheffield (attached as item 89b).
- South Yorkshire County Scout Council (attached as item 89c).

2023/90 (F&P) Grant Monitoring

The following Grant Monitoring form has been received:

- a) High Green Development Trust
- b) The following grant monitoring form from the financial years 2022/2023 is more than 6 months outstanding:
 - High Green Athletic Football Club
- c) To consider any requests for an extension to submit their grant monitoring form and/or amend their grant application form:
 - Chapeltown Hockey Club

NB – Correspondence can be viewed during the meeting.

2023/91 (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 15th February 2024 at 7.15 pm.