



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Finance, Premises and Staffing Committee

SUMMONS AND AGENDA

16th May 2024

Dear Councillor,

You are respectfully summoned to attend the Finance, Premises and Staffing Committee meeting of Ecclesfield Parish Council to be held at the **Council Offices, Mortomley Lane, High Green** on Thursday 23rd May 2024 at 7.15 pm for a 7.30 pm start.

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

There will be a public participation session prior to the meeting. This will commence at 7.15 p.m. Members of the public will adhere to the rules set by the Council for this session (these include that the public participation session will last for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes). Also, a written response may 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

2024/01 (F&P) Apologies and Reasons for Absence

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

2024/02 (F&P) Declarations of Interest

- 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 Member's Code of Conduct or Member's Register of Disclosable Pecuniary Interests.

2024/03 (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.

2024/04 (F&P) Election of Vice-Chairman

To elect a Vice-Chairman.

2024/05 (F&P) Terms of Reference

- (a) To consider the revised terms of reference (draft attached at item 5a) especially in light of the decision that the functions of the former Staffing Committee should be transferred to a revised Finance and Premises Committee (see minute 2023/147a (FC)).
- (b) To consider the establishment of a Staffing Sub-Committee (Standing Order 4a enables a Committee to appoint a sub-committee if required).

2024/06 (F&P) Finance, Premises and Staffing Committee Minutes

To consider progress with any actions arising from the approved minutes of 18th April 2024 Finance and Premises Committee Meeting (attached as item 6a).

2024/07 (F&P) To consider the monthly accounts schedule and budget update

To receive a verbal report and presentation on the budget update and bank reconciliation to the end of March 2024.

2024/08 (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').

2024/09 (F&P) 2023/2024 Annual Governance and Accountability Return (AGAR)

To receive a verbal report on requirements and preparations for the 2023/2024 submission to the external auditor.

2024/10 (F&P) To consider and receive an update on various issues relating to Council properties:

- (a) Installing an additional notice board outside the Council Offices (in furtherance of minute 2023/118 (F&P)).

- (b) Storage of materials.
- (c) Purchase of two former BT phone boxes (in furtherance of minute 2023/149(FC))
- (d) Defibrillators.
- (e) Improvements to the Council Offices.

2024/11 (F&P) To consider the disposal of a Council asset

To consider donating two 'Resus Annie' dolls (these are medical simulator dolls used for teaching members of the public about CPR and First Aid) to the 105th High Green Scout Group.

2024/12 (F&P) To consider Councillor representation at Meet the Funder Event

At its April 2024 meeting, the Council agreed in principle to a 'Meet the Funder' type event organised by the Parish Council, the first of which is to take place later this year (see minute 2023/162 (b)). It was also agreed that there should be two or three representatives from the Council at this event together with a representative from Ecclesfield Charities and all the City Councillors covering the Parish. The Committee needs to consider who the two or three representatives from the Parish Council should be.

2024/13 (F&P) Grant Applications

- High Green Musical Theatre Group (attached as item 13a)

2024/14 (F&P) Grant Monitoring

- a) The following Grant Monitoring form has been received:
 - Update received from Chapeltown Cycling Club.
- b) The following grant monitoring forms are more than 6 months outstanding:
 - **High Green Villa Football Club**
 - Chapeltown Forum

NB – Correspondence will be available at the start of the meeting for Members to view.

2024/15 (F&P) Date, Time and Venue of Future Meetings

The next Finance, Premises and Staffing Committee meeting will take place at **the Council Offices, Mortomley Lane, High Green** on Thursday 20th June 2024 at 7.15 pm.