



# 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**

2<sup>nd</sup> May 2024

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 9<sup>th</sup> May 2024 at 7.45 pm for an 8.00 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.

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

Yours sincerely

*Andrew Towlerton*

Mr Andrew Towlerton  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

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## **AGENDA**

### **Public Participation**

There will be a public participation session prior to the meeting. This will commence at 7.30 p.m. Members of the public will adhere to the rule set by the Council for this session (including public participation session there will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes). Also, a written response be provided if a satisfactory verbal response cannot be given.

### **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.

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## **ANNUAL MEETING ITEMS**

### **2024/1 (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.

### **2024/2 (FC) Apologies and Reasons for Absence**

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

### **2024/3 (FC) 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 Members Code of Conduct or Registers of Interests from members.

### **2024/4 (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.

## 2024/5 (FC) Committees and Working Party's of Ecclesfield Parish Council

- a) To appoint Standing Committees, Committees and Working Groups of Ecclesfield Parish Council (in accordance with Standing Order 4). A current Committee and Working Party structure (including membership) is shown below for reference.
- b) To appoint members to Council Committees (as required by Standing Order 4 (d) iv)) and Working Parties.
- c) To appoint a Chairman to the Environmental Planning Committee and revised Finance and Premises Committee (which now incorporates the functions of the former Staffing 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.

Each Working Party will consider the appointment of the Chairman and Vice-Chairman (if required) at its first meeting following this meeting of Council.

### Committees

<b>Environmental Planning Committee</b>
Cllr Dr J Bowden (Chairman)
Cllr S Davidson (Ex Officio)
Cllr V Bowden (Ex Officio)
Cllr A Bainbridge
Cllr D Fearnley
Cllr A Hooper
Cllr T Sturgess

<b>Finance and Premises Committee</b>
Cllr K Guest (Chairman)
Cllr S Davidson (Ex Officio)
Cllr V Bowden (Ex Officio)
Cllr J Housley
Cllr A Hurst
Cllr M Levery
Cllr M Morrissey

### Working Parties

<b>Chapeltown Toilets (all Chapeltown Cllrs)</b>
Cllr J Housley (Chairman)
Cllr T Sturgess
Cllr R Reiss
Cllr Dr J Bowden

<b>Community Galas and similar events in the Parish Coordination*</b>
Cllr S Davidson
Cllr D Fearnley
Cllr J Housley
Cllr T Sturgess

- The Chairman is to be confirmed.

<b>Ecclesfield and District Archives Project</b>
Cllr Dr J Bowden (Chairman)
Cllr A Bainbridge
Cllr V Bowden
Cllr J Housley

<b>Ecclesfield Neighbourhood Plan</b>
Cllr J Housley (Chairman)
Cllr V Bowden
Cllr S Davidson
Cllr A Hooper
Cllr M Levery
Cllr T Sturgess

## 2024/6 (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	Cllrs A Bainbridge, S Davidson & D Fearnley.
Ecclesfield Charities	Cllr K Guest.
Grenoside Advisory Body	Cllrs A Hooper and A Hurst.
Sheffield City Council (SCC) Audit and Standards Committee	Cllr R Reiss.
Yorkshire Local Councils Associations (YLCA)	Cllr A Bainbridge.
SCC North Sheffield Local Area Committee (LAC)	Cllrs V Bowden and A Hurst.

## Ordinary Council Meeting Agenda

### 2024/7 (FC) Council Minutes

To approve the Minutes of the Full Council meeting held on 4 April 2024 (attached as item 7a).

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

## **2024/8 (FC) Environmental Planning Committee Minutes**

- a) To approve the Minutes of the Environmental Planning Committee meeting held on 4<sup>th</sup> April 2024 (attached as item 8a).
- b) To endorse the Notes of the Environmental Planning Delegated Powers meeting held on 24<sup>th</sup> April 2024 (attached as item 8b).
- c) To receive a verbal report from the Environmental Planning Committee meeting held on the 9<sup>th</sup> May 2024.

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

## **2024/9 (FC) Finance and Premises Committee Minutes**

To approve the Minutes and any recommendations requiring Council approval of the Finance and Premises Committee meeting held on 18<sup>th</sup> April 2024 (attached as item 9a). Councillor's attention is particularly drawn to the following items:

- a) That it is recommended to Council that the £5,000 underspend from the War Heroes project budget for the financial year 2023/2024 be transferred to reserves - 2023/117 (b)(i)(F&P).
- b) That it is recommended to Council that the £20,000 underspend from the Anti-Social Behaviour budget for the financial year 2023/2024 be transferred to the Large Grants programme budget - 2023/117 (b)(ii) (F&P).
- c) That it is recommended to Council that the £1,000 underspend from the Community Infrastructure budget for the financial year 2023/2024 be transferred to the Large Grants programme budget - 2023/117 (b)(iii) (F&P).
- d) That it is recommended to Council that the £8,000 underspend from the Small Grants programme budget for the financial year 2023/2024 be transferred to the Large Grants programme budget - 2023/117 (b)(iv) (F&P).
- e) That it is recommended to Council that it adopts the defibrillator at Chap Market - 2023/118(b) (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.

## **2024/10 (FC) Staffing Committee Minutes**

To approve the Minutes and any recommendations requiring Council approval of the Staffing Committee meeting held on 28<sup>th</sup> March 2024 (attached as item 10a).

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.

## **2024/11 (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](#).

### **2024/12 (FC) Monthly Accounts and Payments for Approval**

To note the schedule of payments from 3<sup>rd</sup> April 2024 to 25<sup>th</sup> April 2024. (attached as item 12a)

### **2024/13 (FC) Banking Signatories, Internal Control and Pay Roll**

- a) To confirm 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 Cllrs Susan Davidson, Kate Guest, Alan Hooper and John Housley.
- b) To confirm the Council's Internal Control officers for the financial year 2024/2025 (these designated councillors complete the monthly internal control checks of the Council's financial systems and payments). The designated ones are currently Cllrs Alan Hooper and Andy Bainbridge. (NB it is good practice that an internal control officer is not a member of a Council's Finance and Premises Committee).
- c) To consider a designated lead member for over-seeing the Council's monthly pay roll run (the designated one currently is Cllr A Woodcock).

### **2024/14 (FC). Renovation of the Council Chambers.**

To receive a verbal update regarding the renovation to the Council Chambers and discuss next steps.

### **2024/15 (FC). To receive a verbal update (by exception) from Council representatives on outside bodies, as appropriate:**

- a) Anne Reresby Trust (Council representatives Councillors Andy Bainbridge, Susan Davidson and Denise Fearnley).
- b) Ecclesfield Charities (Council representative Councillor Kate Guest).
- c) Grenoside Advisory Body (Council representatives Councillors Alan Hooper and Adam Hurst).
- d) Sheffield City Council Standards Committee (Council representative Councillor Rob Reiss).
- e) Yorkshire Local Councils Associations (Council representative Councillor Andy Bainbridge).
- f) Sheffield City Council's North Sheffield Local Area Committee (Council representatives Councillors Victoria Bowden and Adam Hurst).
- g) Ecclesfield and District Archives project (Council representatives Councillors Andy Bainbridge, Dr. John Bowden and Victoria Bowden).
- h) Grenoside Exhibition Foundation Charity (all Councillors).

### **2024/16 (FC) Correspondence.**

- YLCA White Rose Update, training programme and other updates.

- NALC Chief Executive's Bulletin.
- Neighbourhood Watch Network – Spring Crime Prevention Seminars.
- Ecclesfield Park Day of Action – 8<sup>th</sup> May 2024.
- South Yorkshire Police Latest Round of Wednesday Walkabouts:
  - 22<sup>nd</sup> May 12.00pm - Ecclesfield meet at Ecclesfield Library

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

**2024/17 (FC). Date and Time of Future Meetings:**

The next:

- Finance and Premises Committee Meeting is scheduled for 16<sup>th</sup> May 2024 at 7.15 pm at the Council Offices
- Environmental Planning Committee Meeting is scheduled for Thursday 13<sup>th</sup> June 2024 at 6.30 pm – at the Council Offices
- The Council meeting is scheduled for Thursday 13<sup>th</sup> June 2024 at 7.15 pm – at the Council Offices
- A Finance and Premises Committee Meeting is scheduled for Thursday 20<sup>th</sup> June 2024 at 7.15 pm - at the Council Offices