



# 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, Premises and Staffing Committee**

## **SUMMONS AND AGENDA**

13<sup>th</sup> June 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 20<sup>th</sup> June 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.

*Andrew Towler*

Mr Andrew Towler  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

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## **Public Participation Session**

Prior to the formal commencement of the meeting, there is an opportunity 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.

## **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**

### **2024/16 (FPS) Apologies and Reasons for Absence**

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

### **2024/17 (FPS) 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.

### **2024/18 (FPS) 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.

### **2024/19 (FPS) Finance, Premises and Staffing Committee Minutes**

To consider progress with any actions arising from the approved minutes of 23rd May 2024 Finance, Premises and Staffing Committee Meeting (attached as item 19a to follow).

### **2024/20 (FPS) 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.

### **2024/21 (FPS) Policies for Consideration – Financial Regulations**

It is good practice for a parish council to review its Financial Regulations at least on an annual basis. The Council's existing ones have been reviewed and the updated draft version can be found at <https://ecclesfield-pc.gov.uk/documents/ecclesfield-parish-draft-financial-regulations-2024/>. This is based on the updated 'Model Financial Regulations for local councils' prepared by the National Association of Local Councils (NALC). The Clerk will also provide a verbal report on the proposed changes.

### **2024/22 (FPS) Draft Internal Audit Review 2023/2024**

To receive a verbal report on the outcomes and recommendations of the internal auditor following the Internal Audit Review for the financial year 2023/2024 and consider next steps.

### **2024/23 (FPS) 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) Purchase of two former BT phone boxes (in furtherance of minute 2023/149(FC)).
- (c) Benches.

### **2024/24 (FPS) Chapelgreen Advice Centre**

Members will recall that it was agreed that the residual amount (£1,800) of the £9,000 contribution to the Chapelgreen Advice Centre for 2023/24 be paid conditional on receipt of a satisfactory audit/health check of the Advice Centre's

financial records and procedures (see also Minute 2023/94c (FC)). To receive a verbal progress report from the Clerk and Chairman and discuss next steps.

### **2024/25 (FPS) Staffing Issues**

To receive a progress report from the Clerk.

### **2024/26 (FPS) Grant Applications**

- High Green in Bloom (attached as item 26a)
- Thorncliffe Bowling Club (attached as item 26b)

### **2024/27 (FPS) Grant Monitoring**

a) The following Grant Monitoring form has been received:

- Chapeltown Forum
- 105<sup>th</sup> Sheffield (High Green Scout Group)
- High Green Athletic Football Club
- Friends of Chapeltown Park

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

### **2024/28 (FPS) 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 18<sup>th</sup> July 2024 at 7.15 pm.