



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

11th July 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 18th July 2024 at 7.15 pm for an 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 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

2024/29 (FPS) Apologies and Reasons for Absence

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

2024/30 (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

2024/31 (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.

2024/32 (FPS) Finance, Premises and Staffing Committee Minutes

To consider progress with any actions arising from the approved minutes of 20th June 2024 Finance, Premises and Staffing Committee Meeting (attached as item 32a, to follow).

2024/33 (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 and end of April 2024.

2024/34 (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. The Internal Auditors report is attached as item 34a.

2024/35 (FPS) Policies for Consideration – Draft Annual Leave and Carers Policy

The Carer's leave regulations 2024 came into force on 6th April 2024. These regulations give rights to an employee to apply for unpaid carer's leave of up to one week in any 12 month period, amongst other things. The Council's existing Annual Leave Policy has been updated to reflect the new regulations (essentially a new section has been added at the end covering carer's leave. The revised policy is attached at item 35a. The Clerk will also provide a verbal report on the proposed changes.

2024/36 (FPS) Herbert Protocol and Winter Warm packs

To consider providing financial support to:

- (a) Herbert Protocol, which is aimed at supporting people with dementia and their families. Further information about the project can be found at attachments 36a and 36b
- (b) Winter Warm packs

2024/37 (FPS) Disposal of Council Assets

To consider the disposal of tables in the Community Room (please also see minute 2023/146 (FC))

2024/38 (FPS) Large Grant Programme

To receive a verbal progress report and consider next steps.

2024/39 (FPS) Christmas Gift Programme 2024/25

To receive a verbal report on arrangements.

2024/40 (FPS) To consider and receive an update on various issues relating to Council properties:

- (a) Purchase of two former BT phone boxes (in furtherance of minute 2023/149(FC)
- (b) Chapeltown Toilets
- (c) Storage Room at High Green Development Trust

2024/41 (FPS) Staffing Issues

To receive a verbal general progress report from the Clerk.

2024/42 (FPS) Councillor and Staffing Training Needs

To consider the staffing needs of Councillors and Staff, including:

- Unconscious bias
- First Aid
- Curious Mindset

2024/43 (FPS) Grant Monitoring

a) The following Grant Monitoring form has been received:

- Thorncliffe Villa

b) The following grant monitoring forms are more than 6 months outstanding:

- Ecclesfield Spartans – update received

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

2024/44 (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 19th September 2024 at 7.15 pm.