



Ecclesfield Parish Council

Council Offices, Mortomley Lane

High Green

Sheffield, S35 3HS

Public Participation Session

Prior to the formal commencement of the meeting, an opportunity was provided for members of the public to ask any questions of the Committee, none were asked.

A Chairman’s award was also made by the Chairman of the Parish Council, Councillor Susan Davidson, to Police Constable Jarrod Yeardley “*for your fantastic dedication and commitment to serving the parish of Ecclesfield*”.

**Minutes of the Finance, Premises and Staffing Committee Meeting held on
Thursday 18 July 2024 at the Council Offices**

Commenced: 7.15 pm - Concluded: 9.10 pm

Councillors Present. Kate Guest (Chairman), Victoria Bowden, Susan Davidson, John Housley, Mike Lavery and Michael Morrissey.

Absent Councillors. Adam Hurst.

Officers: Andrew Towleron – Clerk and Responsible Financial Officer and Laura Tickle – Financial and Administration Officer.

Members of the Public. One.

Chairman’s Announcement

The Chairman, Councillor Kate Guest, outlined the procedures to ensure that the meeting was effective and lawful.

**2024/29
(FP&S)**

Item 29: Apologies and Reasons for Absence

It was reported that one had been received from Councillor Adam Hurst.

Proposed by Councillor Michael Morrissey, seconded by Councillor Mike Lavery and
RESOLVED: That the apology and reason given for absence by Councillor Adam Hurst be approved.

(6 in favour)

**2024/30
(FP&S)**

Item 30: Declarations of Interests

There were none.

<p><u>2024/31</u> <u>(FP&S)</u></p>	<p><u>Item 31: Exclusion of Press and Public</u></p> <p>It was considered that there were no items requiring the exclusion of the press and public.</p>
<p><u>2024/32</u> <u>(FP&S)</u></p>	<p><u>Item 32: Finance, Premises and Staffing Committee Minutes</u></p> <p>An update was provided on the various actions not covered as part of the main agenda from the Finance, Premises and Staffing Committee meeting held on 20 June 2024. Special mention was made to item 2024/24 ‘Chapelgreen Advice Centre’, where it was reported that the revised Service Level Agreement, hopefully, will be coming to the next Finance, Premises and Staffing Committee meeting for consideration. Councillor Mike Levery also provided an update of his discussions with representatives from Thorncliffe Bowling Club in furtherance of item 2024/24 ‘Grant Applications’</p> <p>Proposed by Councillor John Housley, seconded by Councillor Michael Morrissey and RESOLVED: That the minutes of the Finance, Premises and Staffing Committee meeting held on 20 June 2024 be endorsed.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2024/33</u> <u>(FP&S)</u></p>	<p><u>Item 33: To consider monthly accounts schedule and budget update</u></p> <p>A verbal and written report was provided on the bank reconciliation and budget update up to the end of March 2024 and end of April 2024. This included the more streamlined headline accounts, which was welcomed.</p> <p>It was agreed that maximising usage of the hire of the Community Room should be included as an agenda item for the next meeting Finance, Premises and Staffing Committee meeting.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and RESOLVED: That the bank reconciliation and indicative monthly accounts up to the end of March 2024 and end of April 2024 be endorsed.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2024/34</u> <u>(FP&S)</u></p>	<p><u>Item 34: Draft Internal Audit Review 2023/2024</u></p> <p>The Chairman explained that the Council had received a copy of the draft report from the Internal Auditor for the period 2023/2024 which she and the Clerk and the Financial Administration Officer were reviewing. The Chairman outlined the main emerging outcomes and recommendations following the review noting that on the whole they were very positive about the Council’s financial and governance policies and procedures, describing the Council as “continue to operate to a high standard”.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor Susan Davidson and RESOLVED: That the Internal Audit Review 2023/2024, including recommendation, be recommended to Council for approval.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2024/35 (F&P)</u></p>	<p><u>Item 35: Policies for Consideration – Draft Annual Leave and Carers Policy</u></p> <p>The draft Annual Leave and Carers Policy was considered in detail and various changes suggested and agreed.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor Victoria Bowden and RESOLVED: That subject to the agreed changes being made, the Annual Leave Policy and Carers Policy be approved.</p>

	<i>(6 in favour)</i>
<u>2024/36</u> <u>(FP&S)</u>	<p><u>Item 36: Herbert Protocol and Winter Warm packs</u></p> <p>(a) <u>Herbert Protocol (which is aimed at supporting people with dementia and their families)</u></p> <p>It was noted that Ecclesfield Charities had agreed to broadly match any donation the Parish Council agrees to make to this activity, which is aimed at supporting people with dementia and their families. This was then discussed. The Clerk was asked to forward details of the project to Stocksbridge and Bradfield parish councils.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and RESOLVED: It is agreed that the Council should purchase name tags to the value of £350 in support of this activity, and this amount should be met from surplus VAT receipts.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>(b) <u>Winter Warm Packs 2024/2025</u></p> <p>This was discussed. It was noted that the Ecclesfield Charities had kindly provided a grant of £2,000 in support of this activity.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Michael Morrissey and RESOLVED: It is recommended to Council that a budget provision of £750 should be provided in support of this activity, and this amount should be met from surplus VAT receipts.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<u>2024/37</u> <u>(FP&S)</u>	<p><u>Item 37: Disposal of Council Assets</u></p> <p>A discussion took place on the disposal of tables in the Community Room (in furtherance of minute 2023/146 (FC)).</p> <p>Proposed by Councillor Michael Morrissey, seconded by Councillor Susan Davidson and RESOLVED: It is agreed to gift the tables to a local group and organisation and if this is not feasible to dispose of them via e-bay or similar platform.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<u>2024/38</u> <u>(FP&S)</u>	<p><u>Item 38: Large Grants Programme</u></p> <p>A verbal progress report was provided. It was noted that the pre-election period had impacted on the ‘Meet the Funders Event’ which was originally scheduled for July. This had in turn impacted on the timing of the programme, which included attendance at this event as a requirement as part of the agreed ‘Ecclesfield Parish Council – Community Groups Large Grants Programme 2024/2025 – Principles’. This was then discussed.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor Susan Davidson and RESOLVED: That:</p> <p>(a) The provisional revised date for the Meet the Funders event (see also minute 2023/162 (FC)) should be the evening of Thursday 10 October 2024 subject to the availability of the representative from Ecclesfield Charities and the Sheffield City Council ward councillors that cover the Parish.</p> <p>(b) It is recommended to Council that the closing date for submissions in the Ecclesfield Parish Council – Community Groups Large Grants Programme 2024/2025 – Principles’ be amended from 9 September 2024 to 9 December 2024.</p>

	<i>(6 in favour)</i>
<u>2024/39</u> <u>(FP&S)</u>	<p><u>Item 39: Christmas Gift Programme 2024/2025</u></p> <p>The Council’s Christmas Gift Programme for local schools, ‘In Bloom’ groups and the local branch of the Royal British Legion for 2024/2025 was considered.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and RESOLVED: That the Christmas Gift Programme for 2024/2025 be approved</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<u>2024/40</u> <u>(FP&S)</u>	<p><u>Item 40: To consider and receive an update on various issues relating to Council properties</u></p> <p>(a) <u>Purchase of two former BT phone boxes (in furtherance of minute 2023/149 (FC))</u></p> <p>The Clerk reported that contracts had been signed and exchanged between the Parish Council and BT and were now awaiting the outcome of BT’s due diligence process. The phone boxes had also been added to the Council’s insurance cover. Cllr John Housley reported on discussions with the Rotary Club about their potential support for this activity. The Clerk reported that community consultation about their future use was to commence shortly.</p> <p>(b) <u>Chapelton Toilets</u></p> <p>It was reported that these had to be temporarily closed due to vandalism. Discussions were taking place with Sheffield City Council about the works required to open them. The Clerk agreed to speak to Councillor Rob Reiss about this.</p> <p>(c) <u>Storage Room at High Green Development Trust</u></p> <p>It was reported that the contract between the Trust and the Parish Council had been signed by both parties.</p>
<u>2024/41</u> <u>(FP&S)</u>	<p><u>Item 41: Staffing Issues</u></p> <p>The Clerk provided a verbal report covering a range of staffing issues. He made special mention to leave and associated office cover arrangements over the summer period.</p>
<u>2024/42</u> <u>(FP&S)</u>	<p><u>Item 42: Councillor and Staffing Training Needs</u></p> <p>Three specific training suggestions were considered:</p> <ul style="list-style-type: none"> • <u>Unconscious bias</u> <p>The Clerk reported that Sheffield City Council has kindly agreed to provide remote training on this for staff and councillors and at no cost (in furtherance of minute 2023/134 (FC)). This was welcomed. It was agreed that the Clerk should liaise with officers at SCC about convenient dates in October 2024. This would then be discussed at the Full Council meeting in September.</p> <ul style="list-style-type: none"> • <u>First Aid Training</u> <p>It was agreed that the Clerk should contact Councillors who had been unable to attend the previous one to establish their interest in attending a follow up one and bring the outcomes of this exercise to a meeting of the Finance, Premises and Staffing Committee.</p> <ul style="list-style-type: none"> • <u>Curious Mindset</u>

	It was agreed to defer this to the next meeting.
<u>2024/43</u> <u>(FP&S)</u>	<p><u>Item 43: Grant Monitoring</u></p> <p>An update was provided on the various monitoring forms received.</p> <p>It was reported that a Grant Monitoring Form had been received from Thorncliffe Villa.</p> <p>It was also reported that Ecclesfield Spartans had sought an extension to the date they were required to submit their grant monitoring form. It was agreed that the Clerk should ask them to confirm how much longer that they require and be able offer them an extension subject to this being no longer than Thursday 19 September 2024.</p>
<u>2024/44</u> <u>(FP&S)</u>	<p><u>Item 44: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next Finance, Premises and Staffing Committee meeting was scheduled to take place on Thursday 19 September 2024 at 7.15 pm at the Council Offices.</p>