



**Ecclesfield Parish Council**

Council Offices, Mortomley Lane  
High Green  
Sheffield, S35 3HS

Tel: 0114 2845095

Email: [admin@ecclesfield-pc.gov.uk](mailto:admin@ecclesfield-pc.gov.uk)

Website: [www.ecclesfield-pc.gov.uk](http://www.ecclesfield-pc.gov.uk)

**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.

**Draft minutes are subject to approval at the next Full Council meeting**

**Draft Minutes of the Finance, Premises and Staffing Committee Meeting held on Thursday 19 September 2024 at the Council Offices**

**Commenced: 7.15 pm - Concluded: 9.30 pm**

**Councillors Present.** Kate Guest (Chairman), Victoria Bowden, Susan Davidson, John Housley and Mike Levery.

**Absent Councillors.** Adam Hurst and Michael Morrissey

**Officers:** Andrew Towleron – Clerk and Responsible Financial Officer.

**Members of the Public.** None

**Chairman’s Announcement**

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

**2024/45  
(FP&S)**

**Item 45: Apologies and Reasons for Absence**

It was reported that two had been received from Councillor Adam Hurst and Councillor Michael Morrissey

Proposed by Councillor Victoria Bowden, seconded by Councillor John Housley and

**RESOLVED:** That the apology and reason given for absence by Councillor Adam Hurst and Councillor Michael Morrissey be approved.

*(5 in favour)*

**2024/46  
(FP&S)**

**Item 46: Declarations of Interests**

There were none made.

**2024/47  
(FP&S)**

**Item 47: Exclusion of Press and Public**

The Chairman explained that in her opinion one item required the exclusion of the press or public due to the confidential nature of the business to be considered. This was that

	<p>part of 2024/57 (FP&amp;S) 'Grant Applications' dealing with the consideration of the grant application received.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That the press and public be excluded from that part of 2024/57 (FP&amp;S) 'Grant Applications' dealing with the consideration of the grant application received.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/48</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 48: Finance, Premises and Staffing Committee Minutes</u></b></p> <p>These were considered.</p> <p>a) Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and <b>RESOLVED:</b> That the minutes of the special Finance, Premises and Staffing Sub-Committing meeting held on 18 July 2024 be approved.</p> <p>b) An update was provided on the various actions not covered as part of the main agenda from the meeting held on 18 July 2024. Special mention was made to item 2024/32 '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. An update was provided on the purchase of Winter Warm packs and the Herbert Protocol (both item 2024/36) and the disposal of the spare tables in the Community Room (item 2024/37). It was agreed to consider further item 2023/42 'Councillor and Staffing Training Needs' at the next meeting of the Committee.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Mike Levery and <b>RESOLVED:</b> That the minutes of the Finance, Premises and Staffing Committing meeting held on 18 July 2024 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/49</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 49: To consider monthly accounts schedule and budget update</u></b></p> <p>A verbal and written report was provided on the bank reconciliation and budget update up to the end of May 2024 and end of June 2024. Special mention was made to budget headings 'Room Hire and Key Deposit' (which it was noted was to be discussed later on the agenda at item 2024/54) and Small Grants. Reference was also made to the budget implications for this financial year of the VE 80<sup>th</sup> Anniversary Celebrations to be held on 8 May 2025 (see also item 2024/51 FP&amp;S).</p> <p>a) Proposed by Councillor John Housley, seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the bank reconciliation and indicative monthly accounts up to the end of May 2024 and end of June 2024 be approved.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>b) Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and <b>RESOLVED:</b> That it is recommended to Council that up to £250 from the staffing budget should be allocated towards refreshments for the DHLUC visit on 7 October 2024.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/50</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 50: Policies for Approval</u></b></p> <p>The draft Pension Policy was considered.</p>

	<p>Proposed by Councillor Mike Levery, seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That it is recommended to Council that the draft Pension Policy (2024) be approved.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/51</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 51: VE Anniversary Celebrations 8 May 2025</u></b></p> <p>It was noted that at the 11 July 2024 Full Council meeting it was agreed in principle that the Council should take part in these celebrations and Finance, Premises and Staffing Committee were asked to consider the resource implications (staffing and financial) of this (see minute 2024/48 FC). The Clerk explained that with some streamlining to staff attendance at the Working Party and other meetings he was hopeful that the staffing requirements could be accommodated. A discussion also took place about the financial implications.</p> <p>The scope for external funding was also considered. The Clerk said that he intended to make a bid to Awards for All. Councillor Kate Guest made reference to the scope for Friends of groups and others to make a bid.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor John Housley and <b>RESOLVED:</b> That it is recommended to Council that any expenditure in this financial year relating to the VE 80<sup>th</sup> Anniversary Celebrations be met from the budget heading ‘Event Support and Coordination Working Party’.</p>
<p><b><u>2024/52</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 52: FMS Contract</u></b></p> <p>The Committee considered recommending to Council for approval an amendment to the existing contract with FMS (which covers the provision of grounds, building and general maintenance services) to include the maintenance of the two former BT phone boxes and the new defibrillator at Chap Market. It was noted that should the Committee be minded to approve this budget provision for this financial year it could be found from the temporary budget heading earmarked for Purchase and Improvements to 2 former BT phone boxes’ heading. In subsequent years it would need to be built into the main budget.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That it is recommended to Council that the existing contract with FMS be amended to include the maintenance of the two former BT phone boxes and new defibrillator at Chap Market as detailed in their email dated 12 August 2024.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/53</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 53: CIL spending priorities for the Council’s share of the Community Infrastructure Levy for 2024/2025</u></b></p> <p>This was considered.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and <b>RESOLVED:</b> It is recommended to Council, that:</p> <p style="padding-left: 40px;">(a) The Council’s priorities for the spending of its share of the Community Infrastructure Levy for 2024/2025 should be improvements to parks and open spaces and highway safety.</p>

	<p>(b) Councillors are invited to forward any eligible projects they would like to see funded through the Council’s share of the Community Infrastructure Levy for 2024/2025 by Monday 28 October 2024</p> <p>(c) Sheffield City Council be also invited to forward any eligible projects they would like to see funded through the Council’s share of the Community Infrastructure Levy for 2024/2025 by Monday 28 October.</p> <p>(d) Full Council will consider the final list of projects they wish to see funded through this Levy in this financial year at its November 2024 meeting.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/54</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 54: Usage of Community Room</u></b></p> <p>Members were reminded that at its most recent meeting, the Committee 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” (see item 2024/33 FP&amp;S). A detailed and wide-ranging discussion then took place on this. The need to review the current hire charges was agreed in principle. Reference was made to the need to develop innovative uses of the Community Room, including more business use. Councillor Susan Davidson presented a proposal that would see the Room being regularly used as DJ, mixing and music production workshop aimed at young people, run by volunteers and mainly supported through external funding. It was agreed that this item should be discussed further at the next meeting of the Committee.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Mike Levery and <b>RESOLVED:</b> That the booking form for the Hall be amended to make specific reference to how many hours the user intended to use it for.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/55</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 55: To consider and receive an update on various issues relating to Council properties</u></b></p> <p>a) <u>Purchase of two former BT phone boxes</u></p> <p>Councillor John Housley reported that Wortley Rotary Club had kindly agreed to make a £2,000 donation to the provision of defibrillators to be installed in these former phone boxes, which was welcomed. This and next steps would be the subject of a more detailed report at the Committee’s next meeting.</p> <p>b) <u>Storage Room at High Green Development Trust</u></p> <p>It was reported that the Council was still awaiting the final contract between the Trust and the Parish Council for the use of the storage room; adding this was expected soon.</p> <p>c) <u>Signage relating to Former Chapeltown Baths</u></p> <p>Councillor John Housley led on this. He said that he was looking into suitable options for the re-siting of the signage relating to the former Chapeltown baths. These he said were presently in storage and it would be good if they could be displayed on or near to the site of the former baths. Various options were being considered.</p>
<p><b><u>2024/56</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 56: Staffing Issues</u></b></p> <p>The Clerk provided a verbal general report on staffing issues. He made special mention to work priorities over the coming months.</p>

<p><b><u>2024/57</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 57: Grant Applications</u></b></p> <p>One application to the Small Grants programme was considered.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That it is recommended to Council a grant of £1,314 be awarded to the Burncross Action Team towards the costs of a large information board and associated graphic design.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/58</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 58: Grant Monitoring</u></b></p> <p>An update was provided on the various monitoring forms received.</p> <p>a) It was reported that Grant Monitoring Forms had been received from High Green in Bloom and Paces.</p> <p>These were noted.</p> <p>b) It was noted at its last meeting it had been agreed that Ecclesfield Spartans be offered a further extension to complete their monitoring form “subject to this being no longer than Thursday 19<sup>th</sup> September 2024” (item 2024/34 FP&amp;S). Due to a variety of reasons, they had been unable to meet this request. This was then considered.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor Susan Davidson and <b>RESOLVED:</b> The Clerk should write to Ecclesfield Spartans informing them that the Council intends to withdraw the grant offer of £2,000 made to them in August 2023, stating the reasons why, requesting that they return the outstanding amount awarded within a month and informing them that failure to do so may result in legal action.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2024/59</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 59: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next Finance, Premises and Staffing Committee meeting was scheduled to take place on Thursday 17 October 2024 at 7.15 pm at the Council Offices.</p>