



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

Visit our website: www.ecclesfield-pc.gov.uk

To All Members of the Finance, Premises and Staffing Committee

SUMMONS AND AGENDA

10th October 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 17th October 2024 at 7.15 pm for a 7.30 pm start.

Please note that prior to the formal commencement of the meeting there will be a presentation, followed by a discussion, by David Rice from Sheffield City Council's park's department to present options for improving play areas for young people and parks more generally in the Parish.

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

2024/60 (FP&S) Apologies and Reasons for Absence

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

2024/61 (FP&S) 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.

2024/62 (FP&S) 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.

2024/63 (FP&S) Finance, Premises and Staffing Committee Minutes

To consider progress with any actions arising from the approved minutes of the Finance, Premises and Staffing Committee Meeting held on 19th September 2024 (attached as item 63a), including items 2024/52 'FMS Contract' and 2024/58(b) 'Grant Monitoring'.

2024/64 (FP&S) To consider and receive an update on various issues relating to the activities of the Committee

- (a) Purchase and re use of two former BT phone boxes
- (b) Meet the funder event held on 10th October 2024
- (c) Winter Warm packs/Advice Events
- (d) Replacement bench at Grenoside

2024/65 (FP&S) 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 August 2024.

2024/66 (FP&S) Annual Governance and Accountability Return (AGAR) 2023/2024

To receive a verbal report on the External Auditors report and the outcome of the AGAR on which this is based.

2024/67 (FP&S) Usage of Community Room

At its 5th September 2024 meeting, the Finance, Premises and Staffing Committee agreed "that maximising usage of the hire of the Community Room should be included as an agenda item for the meeting Finance, Premises and Staffing Committee meeting" (see item 2024/33 FP&S).

- (a) To consider hire charges
- (b) To consider any suggestions how usage of the Hall could be maximised
- (c) To receive a verbal report on improvements to the Hall
- (d) To consider this issue be a standing on the Finance, Premises and Staffing Committee.

NB – the current hire charges for use of the Community Room are for up to 3 hours £14 for community groups and £28 for businesses or profit-making organisations.

2024/68 (FP&S) Staffing Issues

To receive a verbal general progress report from the Clerk.

2024/69 (FP&S) Council and Staff Training

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

- (a) Unconscious bias
- (b) Curious Mindset (see below)
- (c) Mental health

2024/70 (FP&S) Grant Applications

To consider the following grant application:

- Quilts for the Longest Day (attached as item 70a)

2024/71 (FP&S) Grant Monitoring

a) The following Grant Monitoring form has been received:

- Ecclesfield Spartans

b) The following Grant Monitoring form is more than 6 months outstanding:

- Thorncliffe Tennis Club

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

2024/72 (FPS) Date, Time and Venue of Future Meetings

The next Finance, Premises and Staffing Committee meeting is scheduled to take place at **the Community Room adjacent to the Council Offices, Mortomley Lane, High Green** on Thursday 28th November 2024 at 7.15 pm.

See item 69b

I am delighted to share that The Campus is hosting a FREE of charge training session in partnership with Sheffield Family Hubs called Curious Mindset - we have some spare places available and wondered if you would like to join us? They are limited and so will be allocated on a first come first served basis.

The training will be delivered by the wonderful team at Project 6 <https://project6.org.uk/> and will cover the following :

Areas to explore:

- Motivation & The Miracle Question
- Professional Curiosity
- Difficult Conversations
- Kindness & Empathy
- De-escalation

With the following learning outcomes:

- Increase motivation to change for teams and people they support.
- Increase capacity to ask deeper questions whilst limiting distress.
- Upskill participants to move through uncomfortable and challenging conversations with direction, compassion and understanding.
- Increase positive outcomes and experiences whilst protecting teams from compassion fatigue.
- Increase tools to stay calm and professional in difficult situation.

I look forward to hearing from you.

--

LAUREN SANDERSON

Community Engagement Manager

 HGDT, The Campus, Pack Horse Lane, Sheffield, S35 3HY

 0114 284 4444

 enquiries@hgdtd.org

 www.hgdtd.org



Normal working days Monday, Wednesday, Thursday and Friday