



**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. Members expressed disappointment that David Rice from Sheffield City Council's Parks Department had been unable to attend as agreed.

**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 17 October 2024 at the Council Offices**

**Commenced: 7.15 pm - Concluded: 8.55 pm**

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

**Absent Councillors.** None.

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

<b><u>2024/60</u></b> <b><u>(FP&amp;S)</u></b>	<b><u>Item 60: Apologies and Reasons for Absence</u></b>  There were none
<b><u>2024/61</u></b> <b><u>(FP&amp;S)</u></b>	<b><u>Item 61: Declarations of Interests</u></b>  There were none.
<b><u>2024/62</u></b> <b><u>(FP&amp;S)</u></b>	<b><u>Item 62: Exclusion of Press and Public</u></b>  The Chairman explained that she considered that part of one item required the exclusion of the press or public due to the confidential nature of the business to be considered. This was that part of 2024/71 'Grant Applications' dealing with the consideration of the grant applications received.

	<p>Proposed by Councillor John Housley, seconded by Councillor Adam Hurst and  <b>RESOLVED:</b> That the press and public be excluded from that part of item 2024/70 (FP&amp;S) 'Grant Applications' dealing with the consideration of the grant application received.  <i>(7 in favour)</i></p>
<p><b><u>2024/63</u></b>  <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 63: Finance, Premises and Staffing Committee Minutes</u></b></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 19th September 2024. It was reported that the Council was still awaiting the draft Service Level Agreement from Chaplegreen Advice Centre (item 2024/48b); that the revised contract had been agreed with FMS (item 2024/52) and a satisfactory grant monitoring form had now been received from Ecclesfield Spartans (item 2024/58b).</p>
<p><b><u>2024/64</u></b>  <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 64: 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 and their re-use</u></p> <p>The Clerk reported that the community consultation on the proposed re-use of the two former BT phone boxes had been completed and comments analysed. This has indicated support for their re-use to house defibrillators.</p> <p>Councillor John Housley reported that Wortley Rotary Club had kindly offered to make a £2,000 contribution to the installation of the defibrillators in the phone boxes. This was welcomed.</p> <p>Councillor John Housley reported that the Drawbridge Public House had recently raised about £400 towards the provision of a defibrillator in the local area and discussions were taking place with them about whether one of the phone boxes, which was located outside of the pub, would serve this purpose.</p> <p>The Clerk reported that an application had been made to a Government sponsored programme that offered free and half-price defibrillators to qualifying bodies. The early indications were that the Council's application had been successful, and it would be offered in principle a half price one, which was welcomed. It was unlikely, however, that the defibrillators offered through this programme would be suitable for installing into former phone boxes.</p> <p>A general discussion then took place on the future prioritisation for the installation of defibrillators.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor Susan Davidson and  <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(a) It is recommended to Council that Financial Regulation 5.8 be suspended to permit The Community Heart Beat Trust be appointed to provide and install a defibrillator in each of the two former BT phone boxes on the basis of a single quote.</li> <li>(b) Wortley Rotary Club be formally thanked for their £2,000 donation to the installation of the defibrillators in the two former BT phone boxes.</li> <li>(c) It is recommended to Council that the donation from the Wortley Rotary Club together with the £4,000 the Council had allocated for the two former BT phone boxes be earmarked for the provision of defibrillators.</li> </ul> <p style="text-align: right;"><i>(7 in favour)</i></p>

	<p>(d) Proposed by Councillor Susan Davidson, seconded by Councillor Michael Morrissey and <b>RESOLVED:</b> That it is recommended to Council that if successful the Council accepts the offer of a half-price defibrillator via the Government sponsored scheme operated by London Hearts. <i>(7 in favour)</i></p> <p>(b) Proposed by Councillor Mike Levery, seconded by Councillor John Housley and <b>RESOLVED:</b> That their installation in old people's homes or similar buildings be a priority for the future provision of defibrillators by the Council. <i>(7 in favour)</i></p>
<p><b><u>2024/65</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 65: 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 August 2024.</p> <p>Proposed by Councillor Adam Hurst, seconded by Councillor John Housley and <b>RESOLVED:</b> That the bank reconciliation and indicative monthly accounts up to the end of August 2024 be endorsed. <i>(7 in favour)</i></p>
<p><b><u>2024/66</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 66: Annual Governance and Accountability Return (AGAR) 2023/2024</u></b></p> <p>It was confirmed following the Annual Governance and Accountability Review that the Council again has been given a "clean bill of health" by the Government appointed external auditors, with no recommendations or qualifications. The Clerk, Financial and Administration Office and everyone else involved in achieving this great outcome were thanked and commended.</p> <p>(a) Proposed by Councillor Susan Davidson, seconded by Councillor Mike Levery and <b>RESOLVED:</b> That it is recommended to Council that they approve and welcome the outcome of the Annual Governance and Internal Audit Review 2023/2024. <i>(7 in favour)</i></p> <p>A discussion then took place on the provision of the Council's Internal Audit service.</p> <p>(b) Proposed by Councillor Michael Morrissey, seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That is recommended to Council that it retains the services of Account-Ant's to provide an internal audit service and on the basis of their quoted dated 23<sup>rd</sup> September 2024. <i>(7 in favour)</i></p>
<p><b><u>2024/67</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 67: Usage of Community Room</u></b></p> <p>A wide range discussion took place on this.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That:</p> <p>(a) It is recommended to Council that from 1<sup>st</sup> January 2025 the new hourly rate for new groups and others hiring the Community Room should be £15 for business users and £10 for other users.</p> <p>(b) It is recommended to Council that from 1<sup>st</sup> January 2025 the new hourly rate for existing groups and others hiring the Community Room should be £12 for business users and £6 for other users for a temporary twelve period.</p> <p>(c) Usage of the Community Room should be a standard item on the Finance, Premises and Staffing Committee agenda. <i>(7 in favour)</i></p>

	<p>A discussion also took place about how usage of the Room could be maximised. Councillor Susan Davidson spoke about a project she was developing with a local group that would see the hall regularly used for DJ mixing/music. This was dependent on external funding.</p> <p>Reference was also made to whether there was any scope to make publicity relating to the hiring of the Community Room more prominent on the Council website, which it was agreed to explore.</p> <p>Councillor John Housley said that he had arranged a meeting with SOAR to discuss amongst other things scope for joint working and to learn from their experiences of the hiring of community spaces.</p> <p>All Councillors were asked and agreed to speak to their contacts in local communities groups to seek their thoughts and insight on the Community Room as a venue for community events.</p>
<b><u>2024/68</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 68: Staffing Issues</u></b></p> <p>The Clerk provided a verbal report on staffing issues. He said that other than being very busy there was nothing of significance to report.</p>
<b><u>2024/69</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 69: Councillor and Staff Training Needs</u></b></p> <ul style="list-style-type: none"> <li>(a) Unconscious bias</li> <li>(b) Curious Mindset</li> <li>(c) Mental Health</li> </ul> <p>A general discussion took place on Councillor and staff training needs, particularly the three training opportunities listed. It was agreed that all were suitable and should be progressed. With regard to the Unconscious Bias and the Mental Health training, it was agreed that the tentative dates for both should be arranged and these circulated to both staff and Councillors.</p>
<b><u>2024/70</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 70: 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 Adam Hurst and  <b>RESOLVED:</b> That it is recommended to Council a grant of £2,000 be awarded to Quilts for the Longest Day towards the costs of making and distributing 25 quilts for local armed forces veterans subject to reference being made to the support provided by Ecclesfield Parish Council in their associated publicity materials.</p> <p style="text-align: right;"><i>(5 in favour, 2 abstained)</i></p>
<b><u>2024/71</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 71: Grant Monitoring</u></b></p> <p>An update was provided on the various monitoring forms received.</p> <p>It was reported that Grant Monitoring Forms had been received from Ecclesfield Spartans and Thorncliffe Tennis Club.</p>
<b><u>2024/72</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 72: 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 28<sup>th</sup> November 2024 at 7.15 pm at the Community Room adjacent to the Council Offices.</p>