



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

21st November 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 Community Room adjacent to the Council Offices, Mortomley Lane, High Green** on Thursday 28th November 2024 at 7.15 pm for a 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

2024/73 (FP&S) Apologies and Reasons for Absence

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

2024/74 (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.

2024/75 (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.

2024/76 (FP&S) Finance, Premises and Staffing Committee Minutes

To consider progress with any actions arising from the minutes of the Finance, Premises and Staffing Committee meeting held on 17th October 2024 (attached as item 63a), including item 2024/66(b) Annual Governance and Accountability Return 2023/2024.

2024/77 (FP&S) To consider and receive an update on various issues relating to the activities of the Committee

- (a) Replacement bench at Mortomley Park
- (b) Purchase and re use of two former BT phone boxes
- (c) Plaques relating to former Chapeltown Baths
- (d) Two plaques relating to former Chairman
- (e) Meet the funder events
- (f) Participatory Budgeting

2024/78 (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 September 2024.

2024/79 (FP&S) Usage of Community Room

At its 17th October 2024 meeting, the Finance, Premises and Staffing Committee agreed that this should be a standing item (see item 2024/67(c)).

2024/80 (FP&S) To note and consider the Ecclesfield Parish Council Community Infrastructure Levy (CIL) Annual report for 2023/2024

Parish councils who receive CIL are required to report annually on the amount it has received, what it has been spent on and any balances. The Council's submission for the financial year 2023/2024 is attached as item 80a.

2024/81 (FP&S) Chapeltown Toilets

To receive a verbal and written report on the amount of money the Council has spent on the operation and maintenance of the Toilets over the last 5 to 10 years (in furtherance of item 2024/82 (FC)).

2024/82 (FP&S) Council and Staff Training

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

- a) Receive an update on progress with the Unconscious Bias training
- b) Consider providing an Introduction to Benefits training

2024/83 (FP&S) Staffing Issues

To receive a verbal general progress report.

2024/84 (FP&S) Grant Monitoring

- a) The following Grant Monitoring form is more than 6 months outstanding:
 - Chapelgreen Community Hub and Fridge.

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

2024/85 (FPS) Date, Time and Venue of Future Meetings

The next Finance, Premises and Staffing Committee meeting is scheduled to take place at **the Council Offices, Mortomley Lane, High Green** on Thursday 12th December 2024 at 7.15 pm.