



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.

**Minutes of the Finance, Premises and Staffing Committee Meeting held on
Thursday 30th January 2025 at the Council Offices**

Commenced: 7.15 pm - Concluded: 9.00 pm

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

Absent Councillors. Mike Lavery.

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

**2024/102
(FP&S)**

Item 102: Apologies and Reasons for Absence

It was reported that one had been received from Councillor Mike Lavery.

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

(6 in favour)

**2024/103
(FP&S)**

Item 103: Declarations of Interests

There were none declared.

**2024/104
(FP&S)**

Item 104: Exclusion of Press and Public

The Chairman thought that two items required the exclusion of the press or public due to the confidential nature of the business to be considered. These were 2024/108 'Chapelgreen Advice Centre' and 2024/110 'Staffing Issues'.

	<p>Proposed by Councillor John Housley, seconded by Councillor Michael Morrissey and RESOLVED: That the press and public be excluded from item 2024/108 'Chapelgreen Advice Centre' and item 2024/110 'Staffing Issues'.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2024/105</u> <u>(FP&S)</u></p>	<p><u>Item 105: Finance, Premises and Staffing Committee Minutes</u></p> <p>An update was provided on the various actions from the previous minutes of the meetings held on 12 December 2024 and 19 December 2024. Specific discussion took place on the following issues:</p> <p><u>Former Chapeltown Bath plaques</u></p> <p>Councillor John Housley stated that he was in discussions with the Chapeltown scout group about the placing of the two plaques on the outside of the scout hut, which was close to the site of the former Chapeltown Baths. These were progressing well, which was welcomed.</p> <p><u>Proposed installation of a defibrillator</u></p> <p>The Clerk reminded Councillors that the Council had been successful in securing a grant for a new public defibrillator and were looking at options where this could be suitably located (in furtherance of minute 2024/91c (FC)). A short list of suitable sites had been developed. The options for its location were then considered.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor Susan Davidson and RESOLVED: That, in principle, the preferred location for the installation of the Parish Council defibrillator is outside of Eva Ratcliffe house, subject to it being publicly available.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p><u>Replacement Bench at Mortomley Park</u></p> <p>The Clerk confirmed that this would be installed by Sheffield City Council and to the agreed budget in the next few weeks (in furtherance of minute 2024/77d (FP&S)). Councillor John Housley made reference to that it may be timely to review the Council's bench dedication policy especially with regard to former Chairmen of the Parish Council who pass away.</p> <p><u>Holding of third joint event with North Sheffield LAC and Ecclesfield Charities aimed at addressing fuel poverty</u></p> <p>It was confirmed that the third event was to take place in Grenoside in early March 2025 (in furtherance of minute (2024/89 (FP&S))).</p> <p><u>Re-use of two former BT phone boxes as defibrillator stations</u></p> <p>It was confirmed that the defibrillators had been ordered and would be delivered and installed soon. An update was also provided on discussions with the Rotary Club (in furtherance of minute (2024/77 (FP&S))).</p>
<p><u>2024/106</u> <u>(FP&S)</u></p>	<p><u>Item 106: To consider and make a recommendation to Full Council on how the cost of installing a memorial stone/plaque and associated interpretation board for the former airfield in Ecclesfield might be found</u></p> <p>It was reported at its November meeting, Council agreed in principle to allocate £3,000 towards the installation of the memorial stone/plaque and associated interpretation board</p>

	<p>for the former airfield in Ecclesfield (see minute 2024/94a (FC)) and asked the Finance, Premises and Staffing Committee to consider and make a recommendation on how this amount might be found from the 2024/2025 budget (see minute 2023/94b (FC)). This was then considered.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and RESOLVED: That it is recommended to Council that the cost of up to £3,000 for the installing of a memorial stone/plaque and associated interpretation board for the former airfield be met from VAT receipts.</p> <p style="text-align: right;"><i>(5 in favour, 1 abstention)</i></p>
<u>2024/107</u> <u>(FP&S)</u>	<p><u>Item 107: To consider monthly accounts schedule and budget update</u></p> <p>A verbal and written report was provided by the Finance and Administration Officer on the bank reconciliation and budget update up to the end of December 2024.</p> <p>The Chairman reminded Councillors and Officers of the requirement and need to bring any proposals for new activities that have resource implications (both staff and financial) to this Committee first for consideration and that they should be fully costed.</p> <p>Proposed by Councillor Adam Hurst, seconded by Councillor John Housley and RESOLVED: That the bank reconciliation and monthly accounts up to the end of December 2024 be approved.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<u>2024/108</u> <u>(FP&S)</u>	<p><u>Item 108: Chapelgreen Advice Centre</u></p> <p>It was explained that the Council had agreed that its annual contribution of £9,000 to the Chapelgreen Advice Centre is subject to them entering into a satisfactory Service Level Agreement (SLA) with the Council (see minute 2022/169b (FC)). The Council has received a draft SLA and supporting evidence. This was then subject of detailed discussion.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Adam Hurst and RESOLVED: Due to insufficient information contained in the Service Level Agreement and associated evidence provided by Chapelgreen Advice Centre, the Committee is unable to recommend to Full Council that the annual grant for 2024/2025 in support of the activities of the Chapelgreen Advice Centre be released.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<u>2024/109</u> <u>(FP&S)</u>	<p><u>Item 109: Usage of Community Room</u></p> <p>The Finance and Administration Officer explained that there had been a modest increase in bookings and enquiries in recent weeks. She also explained that a quote had been received for the cost of installing blinds (in furtherance of item 79b (FP&S)), which was agreed in principle.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Adam Hurst and RESOLVED: That it is recommended to Council that Décorblinds be commissioned to install the new blinds in the Community Room, up to a cost of £695 and on the basis of their quote dated 24th January 2025.</p> <p style="text-align: right;"><i>(5 in favour, 1 abstention)</i></p>

<p><u>2024/110</u> <u>(FP&S)</u></p>	<p><u>Item 110: Staffing Issues</u></p> <p>The Clerk provided a verbal update. He reported that the annual appraisals for staff had been completed. He explained that he had received a request from a member of staff to increase their hours, which he supported.</p> <p>Proposed by Councillor Adam Hurst, seconded by Councillor Susan Davidson and RESOLVED: That it is agreed that there should be a temporary increase from 20 to 25 hours a week for one member of staff commencing 1 February 2025 and ending 31 March 2025.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2024/111</u> <u>(FP&S)</u></p>	<p><u>Item 111: Councillor and Staff Training</u></p> <p><u>The training needs of councillors and staff were considered, in particular:</u></p> <p>a) To receive an update on progress with the Unconscious Bias training</p> <p>It was confirmed that this would take place remotely on Thursday 13 March 2025 at 11.00 am.</p> <p>b) To receive an update on introduction to benefits training</p> <p>The Clerk reported that the arrangements for this event with Sheffield City Advice Bureau were progressing well. It was likely to take place in a morning in October at the Council Offices. These would be open to all councillors and nominated staff, and subject to availability representatives from appropriate community and groups.</p> <p>c) To consider the provision of mental health training</p> <p>An update was provided on arrangements for this. The Clerk reported that they had contacted the person who provided the previous similar training but were awaiting a reply. Councillors John Housley and Kate Guest offered to assist in finding a suitable person if helpful.</p> <p>d) Consider training in support of the Council becoming Dementia friends</p> <p>Councillor John Housley led on this. It was agreed that the provision of such training for Council staff and Parish Councillors that had not already benefitted from it was a good idea.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Victoria Bowden and RESOLVED: That it is agreed that training should be provided for staff and Parish Councillors in support of the Council becoming dementia friends.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2024/112</u> <u>(FP&S)</u></p>	<p><u>Item 112: Grant Applications</u></p> <p>A general discussion took place on the small grants programme and the arrangements for its publicity and marketing. The Clerk explained that it was intended to circulate the flyer widely early in the new financial year, including through the Council's social media and newsletters etc advertising the next round of funding. A joint drop-in event involving the Parish Council, North Sheffield LAC, South Yorkshire Funding Advice Bureau and potentially Ecclesfield Charities was being arranged at which more information about the various funding opportunities, including the Council's Participatory Budgeting programme, would be made available to local community groups. Reference</p>

	was made to that it may be useful to review the Council's small grants policies and procedures.
<u>2024/113</u> <u>(FP&S)</u>	<u>Item 113: Grant Monitoring</u> It was reported that a Grant Monitoring Form had been received from High Green Musical Theatre Group.
<u>2024/114</u> <u>(FP&S)</u>	<u>Item 114: Date and Time of Future Meetings</u> It was confirmed that the next Finance, Premises and Staffing Committee meeting is scheduled to take place on Thursday 20th February 2025 at 7.15 pm in the Council Offices.