



ECCLESFIELD PARISH COUNCIL

Ecclesfield Parish Council

Council Offices, Mortomley Lane

High Green

Sheffield, S35 3HS.

Tel: 0114 2845095

Email: admin@ecclesfield-pc.gov.uk

Website: www.ecclesfield-pc.gov.uk

Public Participation Session

Prior to the formal commencement of the meeting, there was a remote presentation by a representative from CCLA about the investment opportunities they offer to public sector bodies. He explained that CCLA was the UK's largest manager of ethical and sustainable investments for charities, churches and local authorities (including town and parish councils), and offers a range of funding opportunities. After this, a discussion took place.

Minutes of the Finance, Premises and Staffing Committee Meeting held on Thursday 20th February 2025 at the Council Offices

Commenced: 7.15 pm - Concluded: 8.45 pm

Councillors Present. Kate Guest (Chairman), Victoria Bowden (item 2024/2019 onwards), Susan Davidson, John Housley, Adam Hurst, Mike Levery and Michael Morrissey

Absent Councillors. None

Officers: Andrew Towleron – 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.

2024/115
(FP&S)

Item 115: Apologies and Reasons for Absence

It was reported that none had been received.

2024/116
(FP&S)

Item 116: Declarations of Interests

There were none declared.

2024/117
(FP&S)

Item 117: 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 2024/125 'Staffing Issues' and 2024/128 'Grant Applications'.

Proposed by Councillor Adam Hurst, seconded by Councillor John Housley and

RESOLVED: That the press and public be excluded from items 2024/125 'Staffing Issues' and 2024/128 'Grant Applications'.

(7 in favour)

<p><u>2024/118</u> <u>(FP&S)</u></p>	<p><u>Item 118: Finance, Premises and Staffing Committee Minutes</u></p> <p>An update was provided on the various actions from the draft minutes of the meeting held on 30th January 2025. Specific discussion took place on the following issues:</p> <p>a) <u>Former Chapeltown Bath plaques</u></p> <p>Councillor John Housley reported on discussions with the Chapeltown scout group. The proposal to site it on their building was to be discussed at the next meeting of the group. He was hopeful of a positive decision.</p> <p>b) <u>Proposed installation of a defibrillator</u></p> <p>The Clerk explained that the arrangements were in place for it to be sited on the outside of Eva Radcliffe House and it should be fully operational by the end of the month.</p> <p>c) <u>Chapelgreen Advice Centre</u></p> <p>After discussions, it was agreed that a meeting should be sought between representatives from the Parish Council and the Advice Centre to progress the Service Level Agreement. It was agreed that the Council representatives at this meeting should be councillors Adam Hurst, Kate Guest and Susan Davidson. It was also agreed that should any Councillor have any specific questions they would wish to see raised at the meeting, could they let the Clerk have them by 5.00 pm on Monday 24 February 2025.</p> <p>d) <u>Mid-Term Internal Audit of the Council's Accounting and Governance policies and procedures</u></p> <p>Laura Tickle the Administration and Financial Officer provided a progress report.</p> <p>The Clerk was also asked to provide an update on the re-use of the 2 former BT phone boxes as defibrillator stations. He explained that the defibrillators had been ordered and expected to be installed soon. Also, that the Council was awaiting the agreed financial contribution from Chapeltown Rotary Club, but confident this would come soon.</p>
<p><u>2024/119</u> <u>(FP&S)</u></p>	<p><u>Item 119: CCLA</u></p> <p>A discussion took place on funding opportunities offered by CCLA, following the earlier presentation by a representative from it. It was agreed that this item should be brought back to a future meeting of the Committee once CCLA had provided the promised additional detailed information on the funding opportunities they offered.</p>
<p><u>2024/120</u> <u>(FP&S)</u></p>	<p><u>Item 120: To consider the monthly accounts schedule and budget update</u></p> <p>A verbal and written report was provided by the Finance and Administration Officer.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor Susan Davidson and RESOLVED: That the bank reconciliation and monthly accounts up to the end of January 2025 be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2024/121</u> <u>(FP&S)</u></p>	<p><u>Item 121: Policies for Approval</u></p> <p>The draft Investment Policy (2025) was considered.</p> <p>Proposed by Councillor Adam Hurst, seconded by Councillor Mike Levery and RESOLVED: That it is recommended to Council that the draft Investment Policy (2025) be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>

<p><u>2024/122</u> <u>(FP&S)</u></p>	<p><u>Item 122: Amendment to Existing Dedication of Council Benches Policy</u></p> <p>An amendment was considered to an existing Benches Policy that would mean should an existing or former Chairman of the Parish Council pass away, in principle, an existing, or if not available a new, suitable Council bench would be dedicated to them in the Ward they represented. It was noted that this could include the joint dedication of a bench.</p> <p>Proposed by Councillor John Housley, seconded by Adam Hurst and RESOLVED: That it is recommended to Council:</p> <ul style="list-style-type: none"> a) There should be an amendment to the existing Dedication of Council Benches Policy whereby should an existing or former Chairman of the Parish Council pass away, in principle, an existing, or if not available a new, suitable Council bench would be dedicated to them in the Ward they represented. b) This amendment should be 'backdated' to take effect from the beginning of December 2024 c) Any associated costs should be met from the Parish Council's share of CIL receipts. <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2024/123</u> <u>(FP&S)</u></p>	<p><u>Item 123: Service Level Agreement (SLA) with Active Regen</u></p> <p>The draft service Level Agreement between Active and Regen for the financial year 2025-2026 and the Council was considered.</p> <p>Proposed by Councillor Adam Hurst, seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council that the draft Service Level Agreement between the Council and Active Regen for the financial year 2025-2026 be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2024/124</u> <u>(FP&S)</u></p>	<p><u>Item 124: Usage of Community Room</u></p> <p>The Finance and Administration Officer provided a verbal report on bookings and progress with the agreed improvements to the room.</p>
<p><u>2024/125</u> <u>(FP&S)</u></p>	<p><u>Item 125: Staffing Issues</u></p> <p>The Clerk provided a verbal update on staffing issues.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor John Housley and RESOLVED: That it is agreed that there should be a temporary increase from 20 to 25 hours a week for a member of staff commencing 1 April 2025 and ending 31 May 2025.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2024/126</u> <u>(FP&S)</u></p>	<p><u>Item 126: Councillor and Staff Training</u></p> <p>The Clerk provided a verbal update on staffing issues, including progress with the arrangements for the Introduction to Benefits, mental health and in support of the Council becoming dementia friendly training.</p> <p>He explained that staff were struggling to find a suitable person to provide the mental health training, and if a Councillor could assist with finding someone this would be appreciated. The Chairman said that she may be able to assist.</p>
<p><u>2024/127</u> <u>(FP&S)</u></p>	<p><u>Item 127: Joint Small Grants Programme to mark 80th Anniversary of Victory in Europe (VE) Day</u></p>

	<p>The Committee were asked to consider taking part in a joint small grants programme to assist local groups in organising community events to mark the 80th anniversary of VE Day on 8th May 2025. The proposal is that it will run across the North Sheffield LAC area and managed by Stocksbridge Town Council, Bradfield Parish Council, Ecclesfield Parish Council and North Sheffield LAC (who will fund the programme).</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Adam Hurst and RESOLVED: That it is agreed that the Council should take part in a joint small grants programme to assist local groups organising community events to mark the 80th anniversary of VE Day.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<u>2024/128</u> <u>(FP&S)</u>	<p><u>Item 128: Grant Applications</u></p> <p>Four large grant applications were considered.</p> <p>a) Proposed by Councillor Victoria Bowden, seconded by Councillor John Housley and RESOLVED: That it is recommended to Council a grant of £4,000 be awarded to the Grenoside Conservation Society towards the cost of a new pond at Wheata Woods, Grenoside.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>b) Proposed by Councillor Mike Levery, seconded by Councillor John Housley and RESOLVED: That it is recommended to Council a grant of £3,000 be awarded to Thorncliffe Bowling Club towards the cost of improvements to their bowling greens, specifically items 1 to 4 in their application (namely, fertiliser; wetting agent and bio stimulants; renovation materials and disease management (fungicides)).</p> <p style="text-align: right;"><i>(4 in favour, 3 against)</i></p> <p>c) Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council a grant of £5,000 be awarded to Thorncliffe & Wentworth Cricket Club towards the cost of renovating their changing room and showers.</p> <p style="text-align: right;"><i>(4 in favour, 3 against)</i></p> <p>d) Proposed by Councillor Adam Hurst, seconded by Councillor Mike Levery and RESOLVED: It is agreed that a grant of £290 from the small grants programme be awarded to High Green Women's Institute for room hire and entertainment with regard to the Rockley Rally event on 21st June 2025.</p> <p style="text-align: right;"><i>(6 in favour, 1 abstention)</i></p>
<u>2024/129</u> <u>(FP&S)</u>	<p><u>Item 129: Grant Monitoring</u></p> <p>It was reported that a Grant Monitoring Form had been received from Thorncliffe Bowling Club, albeit two months after the deadline.</p>
<u>2024/130</u> <u>(FP&S)</u>	<p><u>Item 130: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next Finance, Premises and Staffing Committee meeting is scheduled to take place on Thursday 20th March 2025 at 7.15 pm in the Council Offices.</p> <p>The Chairman stated that it might be timely to review the start time of the Finance, Premises and Staffing Committee meetings for the next parish council year, with a view to an earlier start time.</p>