



ECCLESFIELD PARISH COUNCIL

Ecclesfield Parish Council

Council Offices, Mortomley Lane

High Green

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Public Participation Session

Prior to the formal commencement of the meeting, there was an opportunity for any members of the public attending to ask questions of the Committee, none were asked.

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

Commenced: 7.15 pm - Concluded: 8.50 pm

Councillors Present. Kate Guest (Chairman), Victoria Bowden, Susan Davidson, John Housley and Mike Levery

Absent Councillors. Adam Hurst and Michael Morrissey

Officers: Andrew Towlerton – 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.

2024/131
(FP&S)

Item 131: Apologies and Reasons for Absence

It was reported that two had been received from Councillor Adam Hurst and Councillor Michael Morrissey.

Proposed by Councillor Victoria Bowden, seconded by Councillor Susan Davidson and
RESOLVED: That the apologies and reasons given for absence by Councillor Adam Hurst and Councillor Michael Morrissey be approved.

(5 in favour)

2024/132
(FP&S)

Item 132: Declarations of Interests

Councillor Kate Guest declared an interest in the part of item 2024/143 dealing with the grant application from Friends of Ecclesfield Park. She stated that would leave the room and not partake in any discussions when this item was being considered.

2024/133
(FP&S)

Item 133: Exclusion of Press and Public

The Chairman considered all or part of two items required the exclusion of the press or public due to the confidential nature of the business to be considered. These were 2024/140 'Staffing Issues' and that part of 2024/142 'Grant Applications' dealing with the consideration of the grant applications.

Signed Chairman:

Dated:

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	<p>Proposed by Councillor Victoria Bowden, seconded by Councillor Mike Levery and RESOLVED: That the press and public be excluded from item 2024/140 'Staffing Issues' and that part of item 2024/142 'Grant Applications' dealing with the consideration of the grant applications.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p>2024/134 (FP&S)</p>	<p><u>Item 134: 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 20th February 2025, in particular discussions took place on the following issues:</p> <p>a) <u>Former Chapeltown Bath plaques</u></p> <p>Councillor John Housley reported that, following the most recent meeting of the Parish Council, Thorncliffe Leisure Centre had said that they could be placed on a prominent wall at the Leisure Centre. The Clerk said that he is making the necessary arrangements with the Leisure Centre.</p> <p>b) <u>Replacement bench at Mortomley Park</u></p> <p>The Clerk said that, despite assurances that it would be in place by now, the replacement one still had not been installed. He would chase this up with Sheffield City Council</p> <p>c) <u>Installation of a defibrillator at Eva Ratcliffe House</u></p> <p>The Clerk stated that this had been installed, and a well received official opening of it had recently taken place involving representatives of the Parish Council and Worley Rotary Club as well as residents of Eva Ratcliffe House.</p> <p>d) <u>Installation of memorial stone/plaque and associated interpretation board for former airfield in Ecclesfield</u></p> <p>A progress report was provided.</p> <p>e) <u>Chapelgreen Advice Centre</u></p> <p>It was explained that, due to a variety of reasons, the agreed meeting between representatives from the Parish Council and the Advice Centre to progress the Service Level Agreement had been delayed. In view of this, it was agreed to extend the deadline by which members of the Committee could put forward any questions they may have of the Centre until Friday 28 March 2025.</p> <p>f) <u>Re-use of the 2 former BT phone boxes as defibrillator stations</u></p> <p>It was reported that the defibrillators had been ordered and would be installed soon.</p> <p>g) <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, said that the draft report was expected shortly.</p> <p>h) <u>CCLA</u></p> <p>The Clerk reported that he had received the information requested by the Committee from CCLA and intended to include this as an agenda item on the next meeting of the committee.</p> <p>i) <u>Service Level Agreement with Active-Regen</u></p> <p>The Clerk provided an update on progress.</p>

<p><u>2024/135</u> <u>(FP&S)</u></p>	<p><u>Item 135: Chapeltown Toilets Long Term Plan</u></p> <p>This was discussed in detail, particularly in the light of the in principle decision made by Full Council at its March meeting to take full responsibility for the repair and maintenance of the toilets from Sheffield City Council.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor John Housley and RESOLVED: That</p> <ul style="list-style-type: none"> (a) It is agreed to seek quotes for an electrical survey as well as a structural survey of Chapeltown Toilets. (b) Discussions be entered into with Sheffield City Council to agree a revised agreement setting out roles and responsibilities of the two bodies in relation to the Chapeltown Toilets. (c) The Committee at its June meeting consider a revised budget for the 2025/2026 financial year for the repair and maintenance of Chapeltown Toilets. (d) The Committee at its June meeting consider options for the replacement of the main doors at the Chapeltown Toilets, including any budget implications. (e) Chapeltown Toilets be a standing item on future Finance, Premises and Staffing Committee meeting agendas. (f) The Clerk develop an action plan for the future management of Chapeltown Toilets. <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2024/136</u> <u>(FP&S)</u></p>	<p><u>Item 136: 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 Susan Davidson, seconded by Councillor John Housley and RESOLVED: That the bank reconciliation and monthly accounts up to the end of February 2025 be approved.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2024/137</u> <u>(FP&S)</u></p>	<p><u>Item 137: Community Partnerships</u></p> <p>Councillor John Housley outlined an initial proposal that would see several partners (including potentially the Parish Council) working jointly to find funding to deliver services in the community. This was then discussed.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor John Housley and RESOLVED: That it is agreed to explore further the proposal that would involve the Parish Council working with partners to jointly find funding to deliver services in the community.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2024/138</u> <u>(FP&S)</u></p>	<p><u>Item 138: Surplus Council Scanner</u></p> <p>A request to gift a surplus small scanner to a member of the Ecclesfield & District Archive Working Party was considered.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor Victoria Bowden and RESOLVED: That it is agreed to gift the surplus small scanner to a member of the Ecclesfield & District Archive Working Party.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><u>2024/139</u> <u>(FP&S)</u></p>	<p><u>Item 139: 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. She explained that the new blinds were</p>

	expected to be installed shortly. Also, that the feasibility of installing a projector had been looked into and was considered impractical.
<u>2024/140</u> <u>(FP&S)</u>	<p><u>Item 140: Staffing Issues</u></p> <p>The Clerk provided a verbal update on staffing issues.</p>
<u>2024/141</u> <u>(FP&S)</u>	<p><u>Item 141: Councillor and Staff Training</u></p> <p>The Clerk provided a verbal update on training issues, including progress with the arrangements for the introduction to benefits, mental health and in support of the Council becoming dementia friendly training. He explained that he hoped to confirm the preferred date of the introduction to benefits training shortly.</p> <p>It was agreed to hold the training in support of the Council becoming dementia friendly training in June. Councillor John Housley offered to help in arranging this.</p>
<u>2024/142</u> <u>(FP&S)</u>	<p><u>Item 142: Grant Applications</u></p> <p>a) Five small grant applications were considered.</p> <p>(i) Proposed by Councillor Victoria Bowden, seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council a grant of £1,847 be awarded to Ecclesfield Gala Committee towards the cost of holding Ecclesfield Gala in 2025. (5 in favour)</p> <p>(ii) Proposed by Councillor Mike Levery, seconded by Councillor John Housley and RESOLVED: That it is recommended to Council a grant of £1,071.28 be awarded to Sheffield City Boy Scouts Association Don District towards environmental improvements at Hazelshaw Spring Wood. (5 in favour)</p> <p>(iii) Proposed by Councillor Susan Davidson, seconded by Councillor Victoria Bowden and RESOLVED: That a grant of £91.40 be awarded to Chatty Crafters for insurance cover for the group for 2025/26. (5 in favour)</p> <p>(iv) Proposed by Councillor Victoria Bowden, seconded by Councillor John Housley and RESOLVED: It is agreed that a grant of up to £270 be awarded to Chapeltown Women's Institute towards the cost of a coach trip to Skipton. (5 in favour)</p> <p>(v) Proposed by Councillor Susan Davidson, seconded by Councillor Mike Levery and RESOLVED: That it is recommended to Council a grant of £450.42 be awarded to Friends of Ecclesfield Park towards establishing a Community Garden within Ecclesfield Park. (4 in favour)</p> <p>b) Ten grant applications in respect of commemorating the 80th Anniversary of VE Day were considered.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor John Housley and RESOLVED: That a grant of £200 be awarded to the following groups:</p> <ul style="list-style-type: none"> • Lound Junior School • Lound Infant School • Grenoside Monday Activity Group

	<ul style="list-style-type: none"> • Chapeltown Forum • Eva Ratcliffe House Tenants Group • High Green Development Trust • Ecclesfield Primary School • Coit Primary School • Ecclesfield Church Playgroup <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2024/143</u> <u>(FP&S)</u>	<p><u>Item 143: 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 10th April 2025 at 7.15 pm in the Council Offices.</p> <p>It was agreed to invite Richard Dewsbury, Area Manager, Parks and Countryside at Sheffield City Council to this or a future meeting.</p>