



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

**Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS**

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**To All Members of the Finance, Premises and Staffing Committee**

## **SUMMONS AND AGENDA**

17<sup>th</sup> July 2025

Dear Councillor,

You are respectfully summoned to attend the Finance, Premises and Staffing Committee meeting of Ecclesfield Parish Council to be held at **the Council Offices, Mortomley Lane, High Green** on Thursday 24<sup>th</sup> July 2025 at 7.00 pm for a 7.15 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 Towler*

Mr Andrew Towler  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

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### **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 Chair 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.

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### **MEETING**

#### **Committee Membership\***

**Councillor Kate Guest (Chair), Councillor John Housley, Councillor Victoria Bowden, Councillor Susan Davidson, Councillor Mike Levery, Councillor Carol Levery and Councillor Michael Morrissey**

\*Substitute members may be appointed in accordance with Standing Order 4d (v).

#### **Chair's Announcement**

Prior to the commencement of the meeting, the Chair will outline the procedure for this meeting to ensure that the meeting is effective 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 Chair 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
- In case of an emergency, people should evacuate the building via the nearest emergency exit and ring 999

### **AGENDA**

#### **2025/31 (FP&S) Apologies and Reasons for Absence**

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

### **2025/32 (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.

### **2025/33 (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.

### **2025/34 (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 19<sup>th</sup> June 2025 (attached as item 34a) including:

- (a) 2024/2025 Annual Governance and Accountability Review (AGAR) (see minute 2024/148 (FP&S))
- (b) Bank and Investments (see minute 2025/20 (FP&S))
- (c) Participatory Budgeting (see minute 2025/146 (FP&S))

### **2025/35 (FP&S) To consider the monthly accounts schedule and budget update**

To receive a verbal report and presentation of the monthly accounts, bank reconciliation and general budget update to the end of May 2025.

### **2025/36 (FP&S) Internal Audit Review 2024/2025**

To receive a verbal and written report on the outcomes and recommendations (attached as items 36a and 36b) of the internal auditor following the Internal Audit Review for the financial year 2024/2025 and consider next steps.

### **2025/37 (FP&S) Policies and Procedures for consideration**

To consider the following policy and procedure for recommendation for approval by Full Council:

- Sexual and General Harassment Policy and Procedure

To view this policy online, please click the following link:

<https://ecclesfield-pc.gov.uk/documents/draft-epc-sexual-and-general-harassment-policy-and-procedure-2025/>

**2025/38 (FP&S) Chapeltown Toilets**

To receive a verbal progress report.

**2025/39 (FP&S) Community Room**

To receive a verbal progress report.

**2025/40 (FPS) To receive an update on various issues relating to Council facilities and consider next steps.**

- Installing an additional notice board outside the Council Offices (in furtherance of minute 2023/118 (F&P)).
- Usage of Defibrillators over the last year (see also attachment 40a).
- Improvements to CCTV system in the reception of the Council Offices.

**2025/41 (FP&S) Council and Staff Training**

To receive a verbal report, including feedback from the Dementia Friendly training that took place on Thursday 10<sup>th</sup> July 2025.

**2025/42 (FP&S) Staffing Issues**

To receive a verbal general progress report.

**2025/43 (FP&S) Grant Applications**

The following grant application has been received:

- 25<sup>th</sup> Sheffield Ecclesfield Scout Group (attached as item 43a)

NB – The grant application will be available at the start of the meeting for members to view.

**2025/44 (FP&S) Grant Monitoring**

The following grant monitoring forms have been received:

- Ecclesfield Spartans
- Thorncliffe Villa FC

The following Grant Monitoring forms are more than 6 months outstanding:

- South Yorkshire County Scouts Council
- Friends of Grenoside Park
- Chatty Crafters

**2025/45 (FP&S) Date, Time and Venue of next Meeting**

The next Finance, Premises and Staffing Committee meeting is provisionally scheduled to take place at 7.00 pm on **Thursday 18<sup>th</sup> September 2025** at the **Council Offices, Mortomley Lane, High Green.**