



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 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 19th June 2025 at the Council Offices

Commenced: 7.00 pm - Concluded: 9.20 pm

Councillors Present. Kate Guest (Chair), Victoria Bowden, John Housley (Vice-Chair), Susan Davidson, Carol Levery, Mike Levery and Michael Morrissey

Absent Councillors. none

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

Members of the Public. None

Chair's Announcement

The Chair, Councillor Kate Guest, outlined the procedures to ensure that the meeting was effective and lawful.

<u>2025/15</u> <u>(FP&S)</u>	<u>Item 15: Apologies and Reasons for Absence</u> There were none.
<u>2025/16</u> <u>(FP&S)</u>	<u>Item 16: Declarations of Interests</u> There were none declared.
<u>2025/17</u> <u>(FP&S)</u>	<u>Item 17: Exclusion of Press and Public</u> The Chair considered all or part of three items that required the exclusion of the press or public due to the confidential nature of the business to be considered. These were items 2025/20 'Banking and Investments', 2025/27 'Staffing Issues' and the consideration of grant applications in relation to 2025/28 'Grant Applications'. Proposed by Councillor John Housley, seconded by Councillor Carol Levery and RESOLVED: That the press and public be excluded from item 2025/20 'Banking and Investments'; item 2025/27 'Staffing Issues' and that part of the item 2025/28 'Grant Applications' dealing with the consideration of the grant applications. (7 in favour)

<p><u>2025/18</u> <u>(FP&S)</u></p>	<p><u>Item 18: Finance, Premises and Staffing Committee Minutes</u></p> <p>An update and general discussion took place on the various actions from the minutes of the meeting held on 24th April 2025. In particular, the following items:</p> <p>a) <u>Re-use of the 2 former BT phone boxes as defibrillator stations (see minute 2024/118 (FP&S))</u></p> <p>It was reported that their official opening took place on the afternoon of Monday 9th June 2025, involving members of Wortley Rotary Club, the Parish Council and others. It had gone very well. It was also noted that the defibrillators had already been used twice.</p> <p>b) <u>2024/2025 Annual Governance and Accountability Review (AGAR) (see minute 2024/148 (FP&S))</u></p> <p>The Clerk reported that, due to a variety of reasons, the Council had sought and been granted a short extension to submit their return. A discussion then took place on the process, including internal audit arrangements going forward.</p> <p>c) <u>Chapelgreen Advice Centre (see minute 2025/9 (FP&S))</u></p> <p>The Clerk confirmed that the Chapelgreen Advice Centre had been informed in writing of the Council's decision.</p>
	<p><u>Adjournment of Meeting</u></p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Mike Levery, and RESOLVED: That the formal meeting be adjourned for 15 minutes to allow representatives from High Green Scout Group; High Green in Bloom, Grenoside PTA and Chap Community Market to speak and answer questions in support of their grant applications to be considered at item 2025/28 'Grant Applications'.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<p><u>2025/19</u> <u>(FP&S)</u></p>	<p><u>Item 19: To consider monthly accounts schedule and budget update</u></p> <p>A verbal and written report on the bank reconciliation, monthly accounts and the budget up to the end of April 2025 was provided by the Financial and Administration Officer.</p> <p>A discussion than took place on the provisional budget outturn for the financial year 2024/2025 including any forecast underspends.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and RESOLVED: That:</p> <p>(a) The bank reconciliation, monthly accounts and the budget update until the end of April 2025 be approved.</p> <p>(b) It is recommended to Council the underspend from the 2024/2025 budget should be transferred to the 2025/2026 budget headings as follows:</p> <ul style="list-style-type: none"> • Participatory Budgeting - £20,000 • Financial support/grants for specified community galas and fairs in the Parish - £5,000 (new budget heading) • Technical and other help in support of the Council's response to the Additional Sites Consultation - £10,000 (see also minute 2025/19b) • Staffing - £5,000 • Chapeltown Toilets (including a small unspecified amount for defibrillator maintenance) – £10,000 • New flagpole outside Council Offices - £1,000 (new budget heading)

	<ul style="list-style-type: none"> • Environmental projects (including new benches) - £5,000 • Town Crier Honorarium - £250 (new budget heading) • Chapeltown Toilet's earmarked reserves - £10,000 <p style="text-align: right;"><i>(7 in favour)</i></p>
<u>2025/20</u> <u>(FP&S)</u>	<p><u>Item 20: Banking and investments</u></p> <p>Various banking and investment options were discussed.</p> <p>Proposed by Councillor Carol Levery, seconded by Councillor Mike Levery and RESOLVED: That it is recommended to Council</p> <p>(a) It opens a bank account with the Hinckley and Rugby Building Society and invests £85,000 in its Local Council 90 Day Notice Deposit Account</p> <p>(b) It invests a further £25,000 of its reserves with the CCLA Investment Management Limited Public Sector Deposit Fund</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<u>2025/21</u> <u>(FP&S)</u>	<p><u>Item 21: Contractual Payments</u></p> <p>A verbal and written report was provided. Special mention was made to the draft annual schedule of payments to be paid via Direct Debit or Bacs. This, it was explained, was in furtherance of Financial Regulation 6.7 which requires 'The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every year'.</p> <p>Proposed by Councillor Carol Levery, seconded by Councillor Mike Levery and RESOLVED: That it is recommended to Council the Annual Schedule of Payments to be paid via Direct Debit or Bacs for 2025/2026 (as shown at appendix 1) be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<u>2025/22</u> <u>(FP&S)</u>	<p><u>Item 22: Policies for Consideration – Financial Regulations</u></p> <p>The Clerk reported that it is good practice for a parish council to review its Financial Regulations on an annual basis. The Council's existing ones had been reviewed and a revised draft version prepared based on the updated 'Model Financial Regulations for local councils' prepared by the National Association of Local Councils (NALC). This was then discussed.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor Mike Levery and RESOLVED: That it is recommended to Council the draft Financial Regulations (2025) be approved.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<u>2025/23</u> <u>(FP&S)</u>	<p><u>Item 23: Chapeltown Toilets</u></p> <p>A verbal report was provided. The Clerk explained that he was unable to provide (again) an update on the proposed works to be undertaken by Sheffield City Council needed to bring them back into use. This was despite several requests to the officer at Sheffield City Council leading on this for a progress report, including an indication of when the works would be undertaken. Members expressed their disappointment and frustration with Sheffield City Council about the lack of progress.</p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and RESOLVED: That it is agreed that the Council should write to the Director of Parks & Leisure at Sheffield City Council expressing its concerns and disappointment about the lack of progress and updates with the agreed repairs to Chapeltown Toilets and that the Chief</p>

	<p>Executive of Sheffield City Council as well as Sheffield City Councillors Mike Levery and Rob Reiss be copied into this.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<u>2025/24</u> <u>(FP&S)</u>	<p><u>Item 24: Community Room</u></p> <p>The Financial and Administration Officer provided a verbal report on bookings. She said that there had been no significant changes from her previous report last month.</p>
<u>2025/25</u> <u>(FP&S)</u>	<p><u>Item 25: Council Benches</u></p> <p>A general discussion, led by Councillor John Housley, took place on the provision of Council benches. This included an update on the one being installed by Chapeltown Forum in honour of Graham Oxley, a former Councillor (and Chairman) of the Parish Council.</p> <p>Proposed by Councillor Michael Morrissey, seconded by Councillor Victoria Bowden and RESOLVED: That the Council agrees to contribute up to £350 towards the cost of the memorial bench to Graham Oxley being progressed by the Chapeltown Forum.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>
<u>2025/26</u> <u>(FP&S)</u>	<p><u>Item 26: Councillor and Staff Training</u></p> <p>An update was provided on the arrangements for the various agreed training.</p> <p><u>Introduction to benefits scheduled to take place on Wednesday 25th June 2025 at 10.30 am</u></p> <p>The Clerk explained that it had been necessary to cancel this due to insufficient interest.</p> <p><u>Dementia Friendly</u></p> <p>It was confirmed that this was scheduled to go ahead on Thursday 10th July 2025 at 6.00 pm dependent on there being sufficient interest to make it viable. It would be a hybrid meeting i.e., councillors could join it in person or remotely.</p>
<u>2025/27</u> <u>(FP&S)</u>	<p><u>Item 27: Staffing Issues</u></p> <p>The Clerk provided a verbal report on various staffing issues.</p> <p>He explained that the office continues be very busy. Also, he had been approached about employing a planning undergraduate from Sheffield University over the summer to assist with the submission of the Ecclesfield Neighbourhood Plan and the Council's response to the Additional Sites Consultation. The intention was that this would be a paid position, for about 8 hours a week, commencing the 1st July and ending at the end of September (reviewed monthly). Also, that the appointment would be via Sheffield University Student Placement service.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor John Housley and RESOLVED: That it is agreed to appoint a temporary and part-time planning undergraduate from Sheffield University between the 1st July and 30th September 2025 (reviewed monthly) to be funded out of staffing costs budget for 2025/2026.</p> <p style="text-align: right;"><i>(7 in favour)</i></p>

<u>2025/28</u> <u>(FP&S)</u>	<p><u>Item 28: Grant Applications</u></p> <p>Four grant applications were considered.</p> <p>(a) Proposed by Councillor Carol Lavery, seconded by Councillor Michael Morrissey and RESOLVED: That it is recommended to Council a grant of £819.98 be awarded to the High Green Scout Group towards the costs of 3 igloo cool boxes and a Beefeater Clubman Catering Hot Plate.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(b) Proposed by Councillor John Housley, seconded by Councillor Mike Lavery and RESOLVED: That it is recommended to Council a grant of £925 be awarded to High Green in Bloom towards the 'High Green Party in the Park' to take place 30th August 2025 and this be funded from the proposed financial support/grants for specified community galas and fairs in the Parish budget (see item 2025/19 (FP&S)).</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(c) Proposed by Councillor Carol Lavery, seconded by Councillor Michael Morrissey and RESOLVED: That it is recommended to Council a grant of £420 be awarded to Grenoside PTA for inflatable hire (x2); generator hire and staff member to work inflatable in respect of their Summer Fun Day on 11 July 2025.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>(d) Proposed by Councillor Mike Lavery, seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council a grant of £930 be awarded to Chap Community Market CIC towards the specified activities in relation to 'Chapelton By The Sea' to be held on the 23rd, 24th, 30th and 31st August 2025.</p> <p style="text-align: right;"><i>(7 in favour)</i></p> <p>It was also agreed to review the small grants policy and procedures at the October meeting of the Finance, Premises and Staffing Committee.</p>
<u>2025/29</u> <u>(FP&S)</u>	<p><u>Item 29: Grant Monitoring</u></p> <p>It was reported that Chapelton WI had returned the grant award recently made to them as it was not required to ensure that the event went ahead.</p>
<u>2025/30</u> <u>(FP&S)</u>	<p><u>Item 30: 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 24th July 2025 at 7.00 pm in the Council Offices. Councillors Mike Lavery and Carol Lavery indicated that it was unlikely that they could make it.</p>

Appendix 1: Contractual Monthly, Yearly & Subscriptions Payments; Direct Debits/Standing Orders/Bacs Transfer Payments (see item 2025/21 (FP&S))

Name	Description	Monthly/Yearly	Direct Debit (DD)/Standing Order (SO)/Bacs Transfer (BT)
Account-ant (Yorkshire) Limited	Interim and Year End Audits	Mid-year & Yearly	BT

Ashton Alarms Ltd	Security Alarm Maintenance- Council Offices & Community Rm	Yearly	BT
Around Chapeltown	EPC Newsletter plus Finance Leaflet	Quarterly	BT
Auburn	Walking website	Yearly	BT
BT	Telephone & Broadband	Monthly	DD
Business Stream/Scottish Water	Water-Council Offices & Community Rm	Quarterly	BT
Canva	Design tool	Yearly	SO
CPRE	Countryside membership	Yearly	BT
Document Solutions	Photocopying, Lease Hire & Maintenance	Quarterly/Yearly	DD/BT
EDF	Gas-Council Offices	Monthly	DD
EE	Mobile-Community Co	Monthly	DD
FMS	Chapeltown Toilets, Defibs, Grounds/General Maintenance	Monthly	BT
Fetch It	Compostable dog bags	Yearly	BT
Grenoside News	St Mark's Church magazine	Yearly	BT
HMRC	Tax & NI	Monthly	BT
ICO	Data Protection	Yearly	DD
Metta Media Ltd	Accounts Support & Year End	Yearly	BT
Microsoft	Licenses	Yearly	BT
Netwise	EPC Website	Yearly	BT
PHS	Sanitary Waste	Yearly	BT
Rialtas	Accounts Package	Yearly	BT
Sage	Payroll	Monthly	DD
Salaries	Salaries	Monthly	BT

Sheffield City Council	Council Tax-Community Rm	Monthly	DD
Sheffield City Council	Thornccliffe Leisure Centre Agreement	Yearly	BT
SLCC	Clerk Membership	Yearly	BT
South Yorkshire Pensions	Pensions	Monthly	DD
Supake	IT Support & Email Mailbox	Monthly & Yearly	BT
TITO	EPC Newsletter plus Finance Leaflet	Quarterly	BT