



## ECCLESFIELD PARISH COUNCIL

### Ecclesfield Parish Council

Council Offices, Mortomley Lane  
High Green

Sheffield, S35 3HS.

Tel: 0114 2845095

Email: [admin@ecclesfield-pc.gov.uk](mailto:admin@ecclesfield-pc.gov.uk)

Website: [www.ecclesfield-pc.gov.uk](http://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. There were no public present.

**Draft minutes are subject to approval at the next Full Council meeting**

### **Draft minutes of the Finance, Premises and Staffing Committee Meeting held on Thursday 18<sup>th</sup> September 2025 at the Council Offices**

**Commenced: 7.00 pm - Concluded: 8.40 pm**

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

**Absent Councillors.** Michael Morrissey

**Officers:** 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.

**2025/46**  
**(FP&S)**

#### **Item 46: Apologies and Reasons for Absence**

It was reported that one had been received from Councillor Michael Morrissey.

Proposed by Councillor Susan Davidson, seconded by Councillor Victoria Bowden and

**RESOLVED:** That the apology and reason given for absence by Councillor Michael Morrissey be approved.

*(6 in favour)*

**2025/47**  
**(FP&S)**

#### **Item 47: Declarations of Interests**

There were none declared.

**2025/48**  
**(FP&S)**

#### **Item 48: Exclusion of Press and Public**

The Chair considered that two items required the exclusion of the press and public due to the confidential nature of the business to be considered. These were items 2025/56 'Staffing Issues' and 2025/58 'Grant Applications'.

Proposed by Councillor John Housley, seconded by Councillor Carol Levery and

**RESOLVED:** That the press and public be excluded from item 2025/56 'Staffing Issues; and item 2025/28 'Grant Applications' dealing with the consideration of the grant applications.

	<i>(6 in favour)</i>
<b><u>2025/49 (FP&amp;S)</u></b>	<p><b><u>Item 49: Finance, Premises and Staffing Committee Minutes</u></b></p> <p>An update and general discussion took place on the various actions from the minutes of the meeting held on 24<sup>th</sup> July 2025. In particular, the following items:</p> <p>a) <u>2024/2025 Annual Governance and Accountability Review (AGAR) (see also minute 2025/5d (FP&amp;S))</u></p> <p>The Administration and Financial Officer reported that, the internal audit had been completed, signed off and approved by Council. The AGAR is now under review with PKF Littlejohn.</p> <p>b) <u>Installing a flagpole outside the Council Offices (see also minute 2025/19b (FP&amp;S))</u></p> <p>The Administration and Financial Officer reported that, to install a flagpole outside the council offices would make it easier for members of staff to change the current flags the council fly's, along with being able to fly the Union Jack at half-mast if needed. A quote received from the Flagmaker's for a 4m glass fibre flagpole was shown at the meeting.</p> <p>Proposed by Councillor Carol Levery, seconded by Victoria Bowden and <b>RESOLVED:</b> That it is recommended to Council to purchase the 4m flagpole for outside the council offices.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> <p>c) <u>Bank and Investments (see also minute 2025/20 (FP&amp;S))</u></p> <p>The Administration and Financial Officer reported that, monies had been transferred to CCLA and the bank forms for Hinckley and Rugby had all been signed and monies are ready to be transferred.</p> <p>d) <u>Participatory Budgeting (see also minutes 2025/30a (FP&amp;S))</u></p> <p>This item was discussed and suggested that a programme be put together for the event on the 7<sup>th</sup> October. Listing the name of groups applied, breakdown of grant costs and blurb for the grant.</p> <p>It was also discussed about the ages of Children being able to vote on the grants. It was suggested that ages 11yrs up to secondary school be able to vote.</p> <p>e) <u>Appointing a replacement internal auditor (see also agenda item 2025/36 FP&amp;S))</u></p> <p>The Administration and Financial Officer reported that, the Clerk had approached Internal Audit Yorkshire to become the internal auditor for Ecclesfield Parish Council. It was suggested by the Chair, Councillor Kate Guest that the internal auditor be invited to a finance meeting at Ecclesfield Parish Council.</p> <p>Proposed by Councillor Carol Levery, seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That Internal Audit Yorkshire be appointed as the Council's Internal Auditor for the financial year 2024/2025 and be invited to a finance meeting.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
	<p><b><u>Adjournment of Meeting</u></b></p> <p>Proposed by Councillor Susan Davidson, seconded by Councillor John Housley, and <b>RESOLVED:</b> That the formal meeting be adjourned for 15 minutes to allow representatives</p>

	<p>from Chapeltown &amp; District Amateur Operatic Society (CAOS) to speak and answer questions in support of their grant application to be considered at item 2025/58 'Grant Applications'.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<b><u>2025/50</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 50: To consider monthly accounts schedule and budget update</u></b></p> <p>A verbal and written report on the bank reconciliation, monthly accounts and the budget up to the end of July 2025 was provided by the Administration and Financial Officer.</p> <p>Proposed by Councillor John Housley, seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That the bank reconciliation, monthly accounts and the budget update until the end of July 2025 be approved.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<b><u>2025/51</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 51: Chapeltown Toilets</u></b></p> <p>An update from Sheffield City Council on the proposed works to be undertaken at the toilets was noted by the finance committee.</p>
<b><u>2025/52</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 52: Community Room</u></b></p> <p>The Administration and Financial Officer provided a verbal report on bookings. They said that there had been more interest in the hiring of the room over the past couple of weeks, and some new bookings made.</p>
<b><u>2025/53</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 53: Parish Council Benches and Noticeboards</u></b></p> <p>A general discussion, led by Councillor John Housley, took place on the provision of Council benches and noticeboards. Most benches and noticeboards in the parish are well maintained and just a couple need refurbishment.</p> <p>It was suggested that if any benches in the future needed replacing and the frames were fit for purpose then composite planks could be purchased as a replacement.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor Carol Levery and  <b>RESOLVED:</b> That the refurbishment of benches and noticeboards needed to be implemented.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<b><u>2025/54</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 54: Parish Council Attendance at Galas and Similar Events</u></b></p> <p>The Chair, Councillor Kate Guest suggested to the committee about having a future event in the parish organised by the parish council. Something akin to a Parish Fest in the summer. This could include involving the local community groups that hold their yearly events in the parish. Councillor John Housley was asked to speak to Michael Whiting who holds the Ecclesfield Gala event in Ecclesfield to see if an event could be amalgamated with them. Councillor John Housley also wanted to make the committee aware of staffing time and organisation with regards to holding an event.</p> <p>The Chair, Councillor Kate Guest would like to keep this as a permanent item on the Finance, Premises and Staffing agenda.</p>
<b><u>2025/55</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 55: Councillor and Staff Training</u></b></p> <p>The Administration and Financial Officer stated there was no update.</p>

<p><b><u>2025/56</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 56: Staffing Issues</u></b></p> <p>The Administration and Financial Officer reported the proposed closure of the parish council offices over the Christmas and New Year period. The parish council offices to close on Friday 19<sup>th</sup> December 2025 at 12noon and to re-open on Monday 5<sup>th</sup> January 2026 at 9am.</p> <p>Proposed by Councillor Mike Levery, seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That the parish council offices will close on Friday 19<sup>th</sup> December 2025 at 12noon and to re-open on Monday 5<sup>th</sup> January 2026 at 9am.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2025/57</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 57: Christmas Gift Programme 2025/26</u></b></p> <p>The Administration and Financial Officer reported that it's consideration and action of the Christmas Gift Programme 2025/26 was required. The amounts, schools and groups in the parish were listed for the committee.</p> <p>Councillor Mike Levery asked how the amounts for the schools and groups came about and how long they had been awarded it for. It was suggested that the amounts be reviewed at the budgeting meeting in November 2025.</p> <p>Councillor John Housley also informed the committee that Friends of Chapeltown Park has now disbanded.</p> <p>Proposed by John Housley, seconded by Councillor Carol Levery and <b>RESOLVED:</b> That the Christmas Gift Programme 2025/26 be implemented.</p>
<p><b><u>2025/58</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 58: Grant Applications</u></b></p> <p>One grant application was considered.</p> <p>Proposed by Councillor Victoria Bowden, seconded by Councillor Carol Levery and <b>RESOLVED:</b> That it is recommended to Council a grant of £2,000 be awarded to Chapeltown &amp; District Amateur Operatic Society (CAOS) for Stageline 8 wireless headset microphones with mixer co-ordinated license and QRK Series active moulded speaker cabinet 300w.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2025/59</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 59: Grant Monitoring</u></b></p> <p>It was reported that 3 grant monitoring forms had been received in from, Chatty Crafters, Thorncliffe and Wentworth Cricket Club and High Green in Bloom.</p>
<p><b><u>2025/60</u></b> <b><u>(FP&amp;S)</u></b></p>	<p><b><u>Item 60: Grant Monitoring</u></b></p> <p>It was reported that 3 grant monitoring forms are outstanding.</p> <p>It was agreed to give Hesley Wood an extension to the 30<sup>th</sup> September 2025 and High Green W.I. and Thorncliffe Bowling until the beginning of October to send in their grant monitoring forms.</p> <p>Proposed by Councillor Susan Davidson, seconded by Carol Levery and <b>RESOLVED:</b> That an extension be given to Hesley Wood to the 30<sup>th</sup> September 2025 and to give High Green</p>

	W.I. and Thorncliffe Bowling Club until the beginning of October to send in their grant monitoring forms.
<b><u>2025/61</u></b> <b><u>(FP&amp;S)</u></b>	<p><b><u>Item 61: Date and Time of Future Meetings</u></b></p> <p>The next Finance, Premises and Staffing Committee meeting is scheduled for Thursday 16<sup>th</sup> October 2025 to take place at 7.00pm at the Council Offices, Mortomley Lane, High Green.</p> <p>This was noted by the committee.</p>

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