



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 24th April 2025 at the Council Offices

Commenced: 7.15 pm - Concluded: 8.40 pm

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

Absent Councillors. Victoria Bowden, Adam Hurst and Michael Morrissey

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.

2024/144
(FP&S)

Item 144: Apologies and Reasons for Absence

It was reported that three had been received from Councillor Victoria Bowden, Councillor Adam Hurst and Councillor Michael Morrissey.

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

(4 in favour)

2024/145
(FP&S)

Item 145: Declarations of Interests

There were none declared.

2024/146
(FP&S)

Item 146: 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 2024/153 'Staffing Issues' and that part of 2024/155 'Grant Applications' dealing with the consideration of the grant applications.

Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and
RESOLVED: That the press and public be excluded from item 2024/153 'Staffing Issues'

Signed Chairman:

Dated:

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	and that part of item 2024/155 ‘Grant Applications’ dealing with the consideration of the grant applications. (4 in favour)
<u>2024/147</u> <u>(FP&S)</u>	<u>Item 147: Finance, Premises and Staffing Committee Minutes</u> An update was provided on the various actions from the draft minutes of the meeting held on 20th March 2025. In particular discussions took place on the following items: a) <u>Replacement bench at Mortomley Park (see minute 2024/77d (FP&S))</u> The Clerk confirmed that this had been installed. b) <u>Chapelgreen Advice Centre (see minute 2024/108 (FP&S))</u> The Chairman, Councillor Kate Guest, together with the Chairman of the Parish Council, Councillor Susan Davidson, provided an overview of the meeting that had taken place with representatives from the advice centre and the Council immediately prior to this meeting concerning progress with the Service Level Agreement. It was reported that the outcomes from this meeting would be discussed in more details at the next meeting of the Finance, Premises and Staffing Committee. c) <u>Re-use of the 2 former BT phone boxes as defibrillator stations (see minute 2024/118 (FP&S))</u> It was reported that the defibrillators had been installed and were active; indeed, one had already been used. Also, that they had also been ‘professionally’ cleaned. Their official unveiling was planned for the end of next month. d) <u>Mid-Term Internal Audit of the Council’s Accounting and Governance policies and procedures (see minute 2024/118d (FP&S))</u> Laura Tickle, the Administration and Financial Officer, provided an update. She explained that due to a variety of reasons the Council’s Internal Auditor had been unable to complete the final report, which was noted. e) <u>CCLA (see minute 2024/119 (FP&S))</u> A discussion took place on this. It was agreed to invite a representative from CCLA to a future meeting to discuss options. f) <u>Service Level Agreement with Active-Regen (see minute 2024/123 (FP&S))</u> It was confirmed that this had been signed by all parties and is now in place. g) <u>Community Partnerships (see minute 2024/137 (FP&S))</u> Councillor John Housley provided an update. He explained that a meeting of the various potential partners was to take place later in April. It was unlikely that the partners would be in a position to submit a bid for the next round of lottery funding (which ends in May) but was hopeful they would be able to do so for the next one (which was scheduled to take place early next year). (4 in favour)
	<u>Adjournment of Meeting</u> Proposed by Councillor Susan Davidson, seconded by Councillor John Housley, and RESOLVED that the formal meeting be adjourned for 15 minutes to allow representatives

	from Ecclesfield in Bloom and Thorncliffe Villa Football Club to speak and answer questions in support of their grant application to be considered at item 2024/155 'Grant Applications'. <i>(4 in favour)</i>
<u>2024/148</u>	<u>Item 148: 2024/2025 Annual Governance and Accountability Review (AGAR)</u> The Clerk outlined the arrangements and timescales for the next review. He noted that the main change from previous reviews was that the official deadline for submitting a return was now the end of June (it had previously been the end of July) though the External Auditor had indicated that any Parish Council who may struggle to meet the revised deadline would be granted an extension until the end of July bar in very special circumstances. It was agreed that the Council should seek an extension until the middle of July especially as the next available Council meeting where its submission could be considered (which was a legal requirement) was not until the beginning of July.
<u>2024/149 (FP&S)</u>	<u>Item 149: Chapeltown Toilets</u> A detailed verbal report was provided. The Clerk gave an update on progress with discussions with Sheffield CC to agree a revised agreement setting out roles and responsibilities of the two bodies in relation to the Chapeltown Toilets as well as them undertaking the works to the two damaged doors. He also explained that an Electrical Installation Condition (EICR) check had been undertaken to ensure that the electrical installations at the Toilets were compliant with relevant workplace safety legislation (in furtherance of item 2024/135a). The report following this was expected shortly. Further that he sought quotes from 4 competent bodies to undertake a structural survey of Chapeltown Toilets (see also minute 2024/135a) as well as the Council Offices. Two had been received. It was considered wise to do these at the same time and by the same body. He explained that the community room did not require one. Using the delegated powers available to the Clerk, and in consultation with the Chairman and Vice Chairman of the Finance, Premises and Staffing Committee, Structural Surveys and Design had been appointed to undertake the structural survey of the toilets based on a quote they provided on 2nd April 2025. He would also be seeking Full Council approval (again after consultation with the Chairman and Vice-Chairman of the Finance, Premises and Staffing Committee) that the same body be commissioned to undertake the structural survey of the Council Offices based on their quote dated 2nd April 2025. Adding, that as their quote was more than £350, this would require Council approval. This was agreed.
<u>2024/150 (FP&S)</u>	<u>Item 150: Participatory Budgeting 2025/2026</u> The arrangements for the drop-in event to be held on the evening of Tuesday 29th April 2025 at the Council Offices were discussed. It was explained that any members could come along if they wished. The draft Participatory Grant Programmes Guidelines 2025/2026 criteria were discussed and few amendments to the draft document were suggested and agreed. Proposed by Councillor Susan Davidson, seconded by Councillor Mike Levery and RESOLVED: That subject to the agreed amendments being made, the draft Participatory Grant Programmes Guidelines 2025/2026 criteria be recommended to Council for approval. <i>(4 in favour)</i>

<u>2024/151</u> <u>(FP&S)</u>	<u>Item 151: Community Room</u> The Finance and Administration Officer provided a verbal report on bookings and progress with the agreed improvements to the room. She explained that the enhancements to the broadband and Wi-Fi access to the room had been completed.
<u>2024/152</u> <u>(FP&S)</u>	<u>Item 152: Policies for Approval</u> The following draft policies were considered: • Annual Leave Policy • Expenses Policy • Flexible Working Policy • Lone Working Policy • Recruitment and Selection Policy • Sickness Absence Policy and Medical Capability Policy and Procedure Proposed by Councillor John Housley, seconded by Councillor Susan Davidson and RESOLVED: That the draft Annual Leave Policy; draft Expenses Policy; draft Flexible Working Policy; draft Lone Working Policy; draft Recruitment and Selection Policy; draft Sickness Absence Policy and draft Medical Capability Policy and Procedure be all recommended to Council for approval. <i>(4 in favour)</i>
<u>2024/153</u> <u>(FP&S)</u>	<u>Item 153: Staffing Issues</u> The Clerk provided a verbal update on staffing issues. He explained that a student from Ecclesfield School was to be placed with the Council for a week in late July as part of the work experience programme operated by the school. Reference was made to that the Council's cleaner had successfully passed three cleaning and associated cleaning qualifications, securing a 100% score in each one. The Chairman and the Committee congratulated him on his achievements. It was also agreed that the Council should give him a small gift as a token of appreciation of tremendous efforts as well as formally thanking him.
<u>2024/154</u> <u>(FP&S)</u>	<u>Item 154: Councillor and Staff Training</u> An update was provided on the arrangements for the various agreed training. <u>Unconscious Bias and Mental Health</u> Reference was made to that the National Association of Local Councils (NALC) was offering training for parish councillors and local council staff through their 'NIMBLE' e-learning programme. This included modules on 'Unconscious Bias' and 'Mental Health'. This 'e' training could be undertaken at any time and at home. It was agreed that the Clerk should forward details of these, and the other training offered through NIMBLE to Councillors and staff and encourage them to take up the training opportunities offered. <u>Introduction to benefits</u> It was confirmed that this had been scheduled for the morning of Wednesday 14th May 2025. The arrangements were then discussed.

	<u>Dementia Friendly</u> It was confirmed that this was tentatively scheduled for Thursday 26th June 2025 at 7.15 at the Council Offices. It would be a hybrid meeting i.e., people could attend either physically or remotely.
<u>2024/155</u> <u>(FP&S)</u>	<u>Item 155: Grant Applications</u> Two small grant applications were considered. a) Proposed by Councillor Susan Davidson, seconded by Councillor John Housley and RESOLVED: That it is recommended to Council a grant of £2,000 be awarded to Ecclesfield in Bloom for the provision of wildflower turf as part of environmental improvements at Lady Croft Meadow subject to them including a hedgehog house as part of their proposal. (4 in favour) b) Proposed by Councillor Mike Levery, seconded by Councillor John Housley and RESOLVED: That it is recommended to Council a grant of £510.00 be awarded to Thorncliffe Villa Football Club in support of their 2025 funday for players and families and which is also open to the public. (4 in favour) It was also noted that eight groups (listed below) had each received a grant of £200 in respect of commemorating the 80th Anniversary of VE Day. • Ecclesfield Together • Angram Bank Primary School • Friends of Ecclesfield Park • Chap Market • Grenoside Community Primary School • St Marys Church • Harmony Music School • Ecclesfield Parish Council
<u>2024/156</u> <u>(FP&S)</u>	<u>Item 156: Date and Time of Future Meetings</u> It was confirmed that the next Finance, Premises and Staffing Committee meeting is scheduled to take place on Thursday 22nd May 2025 at 7.00 pm in the Council Offices.