



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 22nd May 2025 at the Council Offices

Commenced: 7.00 pm - Concluded: 8.25 pm

Councillors Present. Kate Guest (Chairman), Dr. John Bowden (substituting for Carol Levery), Victoria Bowden, John Housley (Vice-Chair) and Tom Sturgess (substituting for Susan Davidson)

Absent Councillors. Susan Davidson, Carol Levery, Mike Levery 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.

2025/1
(FP&S)

Item 1: Apologies and Reasons for Absence

It was reported that four had been received from Councillor Susan Davidson, Councillor Carol Levery, Councillor Mike Levery and Councillor Michael Morrissey.

Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and

RESOLVED: That the apologies and reasons given for absence by Councillor Susan Davidson, Councillor Carol Levery, Councillor Mike Levery and Councillor Michael Morrissey be approved.

(5 in favour)

2025/2
(FP&S)

Item 2: Declarations of Interests

There were none declared.

2025/3
(FP&S)

Item 3: Exclusion of Press and Public

The Chairman considered all or part of two items that required the exclusion of the press or public due to the confidential nature of the business to be considered. These were items 2025/9 'Chapelgreen Advice Centre' and 2025/11 'Staffing Issues'.

Signed Chairman:

Dated:

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	Proposed by Councillor Dr. John Bowden, seconded by Councillor Thomas Sturgess and RESOLVED: That the press and public be excluded from items 2025/9 'Chapelgreen Advice Centre' and 2025/11 'Staffing Issues'. <i>(5 in favour)</i>
<u>2025/4</u> <u>(FP&S)</u>	<u>Item 4: Election of Vice-Chair</u> This was considered. Proposed by Councillor Victoria Bowden, seconded by Councillor Thomas Sturgess and RESOLVED: That Councillor John Housley be elected to Vice-Chair of the Finance, Premises and Staffing Committee for the municipal year 2025/2026. <i>(5 in favour)</i>
<u>2025/5</u> <u>(FP&S)</u>	<u>Item 5: Finance, Premises and Staffing Committee Minutes</u> An update was provided on the various actions from the draft minutes of the meeting held on 24th April 2025. In particular, discussions took place on the following items: a) <u>Replacement bench at Mortomley Park (see minute 2024/77d (FP&S))</u> It was confirmed that this had been installed. b) <u>Re-use of the 2 former BT phone boxes as defibrillator stations (see minute 2024/118 (FP&S))</u> The Clerk explained that these had already been used twice. Also, that their official unveiling was provisionally scheduled for the afternoon of Monday 9th June 2025. c) <u>Community Partnerships (see minute 2024/137 (FP&S))</u> Councillor John Housley provided a progress report. He explained that a bid had been submitted to the lottery essentially to fund a development worker for the project for 2 years. We should know the outcome of this bid in the next few months. If successful, the project would initially focus on the High Green area though the intention was that downstream it would cover the whole of the Parish. d) <u>2024/2025 Annual Governance and Accountability Review (AGAR) (see minute 2024/148 (FP&S))</u> Laura Tickle, the Financial and Administration Officer, provided a progress report. She was confident that the Council would meet the associated timescales. e) <u>Participatory Budgeting drop-in event held on the evening of Tuesday 29th April 2025 (see minute 2024/150 (FP&S))</u> Councillor John Housley reported on the event. He explained that while the numbers attending were not as great as hoped, it was still a useful event, and the feedback from those attending was good.
<u>2025/6</u> <u>(FP&S)</u>	<u>Item 6: Chapeltown Toilets</u> The Clerk reported that he was still chasing a response from Sheffield City Council regarding progress with the revised agreement setting out roles and responsibilities of the two bodies in relation to the Chapeltown Toilets as well as when they planned to undertake the works to the two damaged doors. He also explained that he had received the report following the independent structural survey of the toilets. The main conclusion of which was that their general condition was

	fine though did require some works. The Clerk was seeking a quote to undertake these works.
<u>2025/7</u> <u>(FP&S)</u>	<u>Item 7: To consider monthly accounts schedule and budget update</u> A verbal and written report on the bank reconciliation and the provisional budget update up to the end of March 2025 was provided by the Financial and Administration Officer. She explained that there were likely to be some unbudgeted underspends from 2024/2025 budget, which it was agreed should be discussed further at the next meeting of the Committee as well as the final accounts more generally for the financial year 2024/2025.
<u>2025/8</u> <u>(FP&S)</u>	<u>Item 8: Community Room</u> The Financial and Administration Officer provided a verbal report on bookings and progress with the agreed improvements to the room. She explained that there had been no significant changes from the previous month.
<u>2025/9</u> <u>(FP&S)</u>	<u>Item 9: Chapelgreen Advice Centre</u> Councillor Kate Guest provided a verbal report on the meeting she attended with the Clerk and Councillor Susan Davidson together with representatives from the Advice Centre and progress more generally with the Service Level Agreement between them and the Council (see minute 2022/169b (FC)). This was then the subject of a detailed discussion. Proposed by Councillor John Housley, seconded by Councillor Victoria Bowden and RESOLVED: Due to the unsatisfactory progress with the Service Level Agreement and insufficient evidence of accounts it is recommended to Council that the Chapelgreen Advice Centre should not be paid their annual grant for 2024/2025 and 2025/2026. <i>(5 in favour)</i>
<u>2025/10</u> <u>(FP&S)</u>	<u>Item 10: Policies and Procedures for Approval</u> a) The following draft policies were considered: • Health and Safety • Mobile Phone • Performance Appraisal • Training and Development Proposed by Councillor John Housley, seconded by Councillor Thomas Sturgess and RESOLVED: That the draft Health and Safety Policy; draft Mobile Phone Policy; draft Performance Appraisal and draft Training and Development Policy all be recommended to Council for approval. <i>(5 in favour)</i> b) The following procedures were considered: • Asset Register • Corporate Risk Assessment Proposed by Councillor Victoria Bowden, seconded by Dr. John Bowden and RESOLVED: That the Asset Register and Corporate Risk Assessment be approved. <i>(5 in favour)</i> The Chairman explained that she and the Clerk were reviewing the schedule of Council policies and procedures. This included when and how often they were reviewed and which

	ones required Council approval and those which could be dealt with under the Finance, Premises and Staffing Committee's delegated powers.
<u>2025/11</u> <u>(FP&S)</u>	<u>Item 11: Staffing Issues</u> The Clerk provided a verbal report on staffing issues. This included workloads and TOIL arrangements. He confirmed that a student from Ecclesfield School was to be placed with the Council for a working week commencing the 5 July 2025 as part of the work experience programme. Proposed by Councillor Thomas Sturgess, seconded by Councillor Dr. John Bowden and RESOLVED: That it is agreed that there should be a temporary increase from 20 to 25 hours a week for a member of staff commencing 1 June 2025 and ending 31 March 2026 to be funded out of additional precept income for the financial year 2025/2026. <i>(5 in favour)</i>
<u>2025/12</u> <u>(FP&S)</u>	<u>Item 12: Councillor and Staff Training</u> An update was provided on the arrangements for the various agreed training. <u>Introduction to benefits</u> It was explained that it had been necessary to cancel the original training session scheduled for the morning of Wednesday 14th May 2025 due to insufficient interest. A new date had been suggested (25th June 2025), which was agreed. The arrangements for this were then discussed. <u>Dementia Friendly</u> Councillor John Housley said that he was progressing the arrangements for this. He was hopeful that it would take place on a Thursday evening in July. He also made reference to recent guidance produced by National Association of Local Councils (NALC) aimed at supporting Town and Parish Councils to become more 'dementia friendly'. The Chairman highlighted the training offered by NALC through their 'NIMBLE' e-learning programme, details of which had been previously circulated to Councillors. She advised that her experience of it was very good.
<u>2025/13</u> <u>(FP&S)</u>	<u>Item 13: Grant Applications</u> It was reported that the monitoring form in relation to the grant made to the Quilts for the Longest Day group had now been received.
<u>2025/14</u> <u>(FP&S)</u>	<u>Item 14: 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 19th June 2025 at 7.00 pm in the Council Offices. It was also agreed that a general item on benches should be added to its agenda. It was also agreed to re arrange the date of the July meeting to the 24th July 2025. The time and venue for this meeting were unaltered.