



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Finance, Premises and Staffing Committee

SUMMONS AND AGENDA

9th October 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 16th October 2025 at 7.00 pm for a 7.15 pm start.

Please note that prior to the formal commencement of the meeting there will be a presentation by David Rice from Sheffield City Council's Park Service on their activities in the Parish.

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 Towlerton

Mr Andrew Towlerton
Clerk and Responsible Financial Officer
Ecclesfield Parish Council

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.

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

2025/62 (FP&S) Apologies and Reasons for Absence

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

2025/63 (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.

2025/64 (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.

2025/65 (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 18th September 2025 (attached as item 65a) including:

- (a) Participatory Budgeting (see also minute 2025/49d)
- (b) Internal Audit Yorkshire 2025/26 (see also minute 2025/49e)
- (c) Parish Council Benches and Noticeboards (see also minute 2025/53)
- (d) Christmas Gift Programme 2025/26 (see also minute 2025/57)

2025/66 (FP&S) Annual Governance and Accountancy Return (AGAR) for 2024/2025

To receive a verbal and written report on the main outcomes following the completion of the AGAR for 2024/2025. The External Auditor's Report and Certificate are attached as items 66a and 66b.

2025/67 (FP&S) To consider the monthly accounts schedule and budget update

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

2025/68 (FP&S) Community Infrastructure Levy (CIL) spending priorities for the Council's share of the Community Infrastructure Levy for 2025/2026

Councillors need to consider and recommend to Council any projects it may wish to support through CIL. Members may recall that the focus of its spending in recent years has been improvements to Sheffield City Council operated parks and open spaces in the Parish. Please note that David Rice from Sheffield City Council will be in attendance for this item.

2025/69 (FP&S) Provision of Welfare and Advice Services

The Council has agreed a budget of £9,000 in this financial year in support of this activity. It needs to consider and agree the process for the awarding of this contract.

2025/70 (FP&S) Chapeltown Toilets

To receive a verbal progress report.

2025/71 (FP&S) Community Room

To receive a verbal progress report.

2025/72 (FP&S) Parish Council Galas and Similar Events

To receive a verbal progress report.

2025/73 (FP&S) Councillor and Staff Training

To consider the training needs of Councillors and Staff and any next steps.

2025/74 (FP&S) Staffing Issues

To receive a verbal general progress report.

2025/75 (FP&S) Grant Monitoring Forms received

The following grant monitoring forms have been received:

Group	Activity	Amount & Date awarded
Hesley Wood	Cresta Run	£5,000 – January 2025
High Green W.I	Annual Event – Rockley Rally	£290.00 – March 2025
Ecclesfield Gala Committee	Ecclesfield Park Gala 2025	£1,847.00 - April 2025

2025/76 (FP&S) Grant Monitoring Forms outstanding

The following Grant Monitoring form is more than 6 months outstanding:

Group	Activity	Amount & Date awarded
Thorncliffe Bowling Club	Gardening materials	£3,000 - March 2025 (A request for an extension has been received)

**2025/77
(FP&S) Date, Time and Venue of next Meeting**

Finance, Premises and Staffing Committee Agenda 16/10/25

The next Finance, Premises and Staffing Committee meeting is scheduled to take place at 7.00 pm on **Thursday 20th November 2025** at **the Council Offices, Mortomley Lane, High Green.**