

To all Members of the Parish Council

SUMMONS

22 December 2011

Dear Sir/Madam,

You are hereby requested to attend the Parish Council Meeting to be held at the Council Offices, Mortomley Lane, High Green at 7.30 pm on Thursday 5 January 2012.

Public Participation

Prior to the start of the meeting a 10 minute period will be set aside to receive questions, reports, petitions etc. from members of the public.

AGENDA

1. To receive apologies for absence from members and to consider the reasons for absence
2. a) To receive any amended declarations of interest from members
b) To receive any declarations of personal and/or prejudicial interest from members of the council on items to be discussed at this meeting
3. To identify any items for discussion which may require the exclusion of the press and public.
4. To approve the Minutes of the Parish Council meeting held 1 December 2011 (Pgs: 1-3 and Appendix A)
5. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 1 December 2011 (Pg: 6 & Appends A & B)
6. To approve the Minutes of the Environmental Planning & Employment Committee meeting held 13 December 2011 (Pg: 9 & Appends A & B).
7. To approve the Minutes of the Finance & Premises Committee meeting held 15 December 2011 (Pgs: 12-14 & Appendix A) and to approve the recommendations contained therein
8. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 5 January 2012
9. **Northern Community Assembly**
Items to be considered at the Northern Assembly and Parishes Partner Panel
10. Agree Budget and recommend the 2012/2013 precept
11. Annual Finance Leaflet – finalise the details on the leaflet

12. To discuss and approve the transfer of partial funds from the Scottish Widows account
13. To discuss and approve the quote from the Internal Auditor regarding a new accounting system
14. **Correspondence** – Items requiring a decision or response
15. **Accounts** – To approve the accounts presented for payment
16. **Local Events**

Yours faithfully

G Kress

Mrs G Kress
Administration Officer

MINUTES OF THE PARISH COUNCIL MEETING HELD
1st DECEMBER 2011

Present: Chairman: Cllr J Jones
Councillors: H House, A Hooper, Mrs K Granger, B Granger, J Housley
A Bainbridge, Ms V M Bowden, Dr J C Bowden, B Edley,
Mrs D Fearnley, Ms S Constance, G Weatherall
In attendance: Mrs G Kress, Administration Officer

Apologies were received from Cllr D E Pepper and Cllr G Oxley and the reasons for absence were approved by the Council.

114. To receive any amended declarations of interest from members

There were none received.

115. To receive any declarations of personal and/or prejudicial interest from members of the council on items to be discussed at the meeting

There were none received.

116. To identify any items for discussion which may require the exclusion of the press and public

There were none identified.

117. To approve the minutes of the Parish Council meeting held 3rd November 2011

Resolved Unanimously

That the minutes be approved as a correct record of the meeting.

118. To approve the minutes of the Environmental Planning & Employment Committee meeting held 3rd November 2011

Resolved Unanimously

That the minutes be approved as a correct record of the meeting.

119. To approve the minutes of the Environmental Planning & Employment Committee meeting held 15th November 2011

Resolved Unanimously

That the minutes be approved as a correct record of the meeting.

120. To approve the minutes of the Finance & Premises Committee meeting held 17th November 2011 and to approve the recommendations contained therein and to receive and approve the minutes of the Staffing Sub Committee meeting held 17th November 2011

Resolved Unanimously

That the minutes be approved as correct records of the meetings. It was agreed that the grants budget be frozen until the new financial year and approval was given for a notice to be placed on the website to this effect. It was also requested that further discussion take place regarding grants and that this item be deferred back to the Finance meeting to be held on the 15 December 2011.

121. To approve a verbal report from the Environmental Planning & Employment Committee meeting held 1st December 2011

Resolved Unanimously

That the verbal report be received.

122. Northern Community Assembly

Items to be considered at the Northern Assembly and Parishes Partner Panel

Cllr Hooper reminded everyone that the Northern Community Assembly are holding a Public Meeting on Tuesday the 6 December at Grenoside Primary School at 6.30 pm. Councillors were also asked to identify items for the agenda for the next meeting of the Parishes Partner Panel which is due to be held on the 20 January 2012.

123. Notice of Motion received from Cllr Alan Hooper and Cllr Howard House regarding local radio

That Ecclesfield Parish Council:-

§ Recognises the excellent and valued local public service provided to the people and communities of this Parish and the wider Sheffield and South Yorkshire area by our local BBC Radio Sheffield.

§ Accepts the difficult budget constraints facing the BBC but notes with concern the disproportionate cuts of 16% that face BBC Radio Sheffield whilst National Radio Stations face cuts of 7.5% and other London based BBC programmes have an increase in their budget.

§ Calls on the Director General of the BBC to recognise the service provided by our Local Broadcasters and reduce these unacceptable cuts in local budgets.

§ Directs that a copy of this motion be sent to the Director General of the BBC, the Secretary of State for Culture, Media and Sport, all Sheffield MP's and BBC Radio Sheffield.

Resolved Unanimously

That Ecclesfield Parish Council fully support the Motion and that letters be sent to the appropriate people as listed above.

Letters of support to be sent

124. Community Room Hire Charge

To discuss and approve the community room hire charge to commence in the new financial year

This item was deferred to the next Finance Meeting to be held on the 15 December 2011 for further discussion.

125. Correspondence

Items requiring a decision or response

Items 19 and 20 – Applications for financial assistance – It was agreed that letters be sent to the two groups who had applied for grants and also any additional grant applicants, requesting that they re-apply in the new financial year.

Letters to be sent to grant applicants and website amended

Item 45 – Foys Solicitors – Chapeltown Baths Lease – Foys Solicitors had recommended that the fees and disbursements for the preparation of the extended lease be paid by Chapeltown Baths. The Council were in full agreement with this recommendation and asked that a letter be sent to Foys to this effect.

Letter to be sent to Foys re lease

126. Accounts

To approve the accounts presented for payment

Resolved Unanimously

That the accounts listed below be approved for payment.

Payable to	Amount	Payment details	Payment made under
AOL	£22.36	Internet Fee	LG Act 1972 S111
Sheffield City Council	£513.00	Rates for both buildings	LG Act 1972 S111
NPower	£323.03	Electricity supply Council offices	LG Act 1972 S111
NPower	£109.28	Electricity supply Community Room	LG Act 1972 S111
Ricoh	£56.12	Photocopying charges 1 Aug to 31 Oct	LG Act 1972 S111
Mrs V Sivalingam	£32.16	Mileage claim	LG Act 1972 S111
Greenhill Audit Ltd	£248.40	Internal interim audit 2011/2012	LG Act 1972 S111
BOS	£149.62	Stationery items	LG Act 1972 S111
Merlin Networks	£35.00	Changes to secure area of website	LG Act 1972 S111
CPRE	£29.00	Annual membership	LG Act 1972 S111
SLCC	£157.00	Annual membership	LG Act 1972 S111

127. Local Events

Cllr Mr Jonathan Jones reported that the Parish Council Remembrance Day Service had been very well attended. The band from Ecclesfield School provided the music and hopefully will do so in the future. He had also attended the Royal British Legion Remembrance Service in Chapeltown.

Ecclesfield School are holding a Festive Fayre on the 10 December, entry is free with approximately 45 craft stalls in attendance.

COUNCIL CORRESPONDENCE – 1 DECEMBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
07-Nov-11	NALC	e-mail	DIS Extra 771	01-Dec-11			1
21-Nov-11	NALC	e-mail	DIS Extra 772	01-Dec-11			2
09-Nov-11	YLCA	e-mail	Communities for local Gov Mayoral Consult	01-Dec-11			3
09-Nov-11	YLCA	e-mail	YLCA subscription fees 3% increase	01-Dec-11			4
11-Nov-11	Local Government Association	e-mail	Conference 24 January 2012	01-Dec-11			5
14-Nov-11	Rotherham Borough Council	letter	Publicity on changes re waste plan	01-Dec-11			6
14-Nov-11	Mountcity Group	newsletter	Thorncliffe News	01-Dec-11			7
14-Nov-11	CPRE	Newsletter	Countryside Voice	01-Dec-11			8
15-Nov-11	Zurich Insurance	e-mail	LCAS Bulletin	01-Dec-11			9
16-Nov-11	Cllr Pepper	e-mail	Letter re Carer Services	01-Dec-11			10
16-Nov-11	South Yorks Fire Rescue	email	Fire & Rescue News	01-Dec-11			11
17-Nov-11	Historic Towns Forum	e-mail	Forum Newsletter	01-Dec-11			12
17-Nov-11	Chapelton Library	poster	Christmas Carol Concert	01-Dec-11			13
17-Nov-11	South Yorks Fire & Rescue	e-mail	Fire Service Consultation	01-Dec-11			14
17-Nov-11	NCA	e-mail	Have you say on changes to Fire Service	01-Dec-11			15
18-Nov-11	Sharon Batty Peak District NPA	e-mail	Free launch event re Green Enterprise	01-Dec-11			16
21-Nov-11	Positive Activities Provider	e-mail	Minutes and future dates	01-Dec-11			17
21-Nov-11	Insignia Uk	e-mail	Diamond Jubilee commemorative items	01-Dec-11			18
21-Nov-11	Ecclesfield Park Junior Bowling Club	application	Application for financial assistance	01-Dec-11			19
21-Nov-11	Windmill Hill Playgroup	application	Application for financial assistance	01-Dec-11			20
21-Nov-11	Marstons	letter	Re Pack Horse 23 Pack Horse Lane	01-Dec-11			21
22-Nov-11	Mike Shield	e-mail	Response re DCC	01-Dec-11			22
22-Nov-11	Peak District	email	East Peak Inn.Part. November update	01-Dec-11			23
22-Nov-11	Foys Solicitors	e-mail	Re sale of DCC	01-Dec-11			24
24-Nov-11	Foys Solicitors	e-mail	DCC title Certificate and title plan	01-Dec-11			25

COUNCIL CORRESPONDENCE – 1 DECEMBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
24-Nov-11	Foys Solicitors	e-mail	Sale of DCC	01-Dec-11			26
23-Nov-11	Wheelchair Group	email	Dance Championships	01-Dec-11			27
23-Nov-11	SLCC	email	Practitioners Conference 2012	01-Dec-11			28
23-Nov-11	Paces School	letter	Thanks for Christmas grant	01-Dec-11		15-Dec-11	29
24-Nov-11	Ecclesfield School	e-mail	Festive Fayre 10 December	01-Dec-11			30
24-Nov-11	Campaign to Protect Rural England	letter	Membership Renewal Request	01-Dec-11			31
25-Nov-11	BBC	letter	Things to do website	01-Dec-11			32
25-Nov-11	Greenhill Audit	e-mail	Invoice and internal audit report	01-Dec-11			33
25-Nov-11	Darren Ward NCA	e-mail	Barn Dance 28 January 2012	01-Dec-11			34
25-Nov-11	St Thomas More Community Centre	poster	Free theatre workshops	01-Dec-11			35
25-Nov-11	SLCC	information	Membership Renewal 2012	01-Dec-11			36
28-Nov-11	Chapeltown Operatic Society	e-mail	Children's Academy Show Gatty Hall	01-Dec-11			37
28-Nov-11	Ecclesfield Conservation Group	e-mail	Working past in Ecclesfield	01-Dec-11			38
28-Nov-11	Safe@Last	letter	Newsletter	01-Dec-11			39
28-Nov-11	Charity Commission	e-mail	Commission News	01-Dec-11			40
28-Nov-11	Friends of the Peak District	e-mail	November Newsletter	01-Dec-11			41
28-Nov-11	Paces Campus	e-mail	December Newsletter	01-Dec-11			42
28-Nov-11	St Mark's Church	booklet	Grenoside News	01-Dec-11			43
29-Nov-11	Friends of Chapeltown Park	poster	Community Carol Sing	01-Dec-11			44
29-Nov-11	Foys Solicitors	e-mail	Response re Chapeltown Baths Lease	01-Dec-11			45
29-Nov-11	Chapeltown Silver Prize Band	Poster	Christmas Concert	01-Dec-11			46
30-Nov-11	SYFAB	e-mail	Funding News 29.11.11	01-Dec-11			47
30-Nov-11	Windmill Hill Primary School	Letter	Thank you for Christmas grant	01-Dec-11			48
01-Dec-11	CPRE	e-mail	December newsletter	01-Dec-11			49

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 1ST DECEMBER 2011**

Present: Chairman: Cllr H House
Councillors: J Jones, B Granger, Mrs K Granger, A Bainbridge, Dr J C Bowden
Mrs D Fearnley, Ms V M Bowden as substitute for A Hooper
In attendance: Mrs G Kress, Administration Officer

Apologies were received from Cllrs D Pepper and A Hooper and the reasons for absence were approved by the Committee.

84. To receive any amended declarations of interest from members

There were none received.

85. To receive any declarations of personal and/or prejudicial interest from members of the committee on items to be discussed at this meeting

There were none received.

86. To identify any items for discussion which may require the exclusion of the press and public

There were none identified.

87. Planning Proposals for consideration

The Committee considered three planning applications; no objections had been received from residents of neighbouring properties and there were no objections on the City Council website. The Committee considered that there were no grounds for objection to any of the plans and therefore the response to be sent to the Head of Planning at Sheffield City Council – no objections to any plans.

Letter to be sent to HOP at SCC

88. Licence Applications

There were none received.

89. Correspondence

Items requiring a decision or response

Item 2 – Policing Priorities Survey – Cllrs were encouraged to respond to the questionnaire.

Item 5 – Players Lounge, Ecclesfield - A letter had been received from a resident living close to the Players Lounge regarding noise issues and anti-social behaviour at the premises. When the venue had its licence reviewed in September a number of sanctions had been imposed in order to prevent ongoing anti-social disturbances and things had improved, however in recent weeks incidences have escalated. The residents have recently contacted the Noise Reduction Team about the noise from the Club, but were informed that the file had been closed in March. The Committee supports the residents' concerns and asked that a letter be sent to the Licensing Department and South Yorkshire Police requesting them to investigate the matter.

Letters to be sent to Licensing Department and South Yorkshire Police

PLANNING LIST – 1 DECEMBER 2011						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
11/03536 28-Nov-11	FUL	S HALLAM Rec. 11.11.11	331 THE COMMON, SHEFFIELD S35 9WL SINGLE STOREY SIDE EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	01-Dec-11
11/03560 02-Dec-11	FUL	E PARKER Rec. 16.11.11	UNIT 7, ECCLESFIELD 35 INDUSTRIAL ESTATE, STATION ROAD, ECCLESFIELD, SHEFFIELD S35 9YR USE OF INDUSTRIAL UNIT AS WASTE TRANSFER STATION	N/CONSULTED	NO OBJECTIONS	01-Dec-11
11/03270 07-Dec-11	REM	S HALLAM Rec 21.11.11	LAND 50 METRES S.W. OF 142 TOP WARREN, WARREN LANE, CHAPELTOWN ERECTION OF BUNGALOW (APPL FOR APPROVAL APPEARANCE, LANDSCAPING, LAYOUT & SCALE, MATTERS RESERVED BY OUTLINE PLANN. PERM. 11/01311/OUT)	N/CONSULTED	NO OBJECTIONS	01-Dec-11

PLANNING CORRESPONDENCE – 1 DECEMBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
17-Nov-11	Streetforce	e-mail	Response re discharge into stream at Chapeltown		01-Dec-11		1
17-Nov-11	Cllr Pepper	e-mail	Policing Priorities Survey		01-Dec-11	17-Nov-11	2
17-Nov-11	SCC	e-mail	Roadworks Report 832		01-Dec-11		3
24-Nov-11	Streetforce	e-mail	Roadworks Report 833		01-Dec-11		4
28-Nov-11	Resident	e-mail	Players Lounge Ecclesfield		01-Dec-11		5
30-Nov-11	Public Sector Mapping	e-mail	Update from Sir Ian Magee		01-Dec-11		6
01-Dec-11	SCC	e-mail	Roadworks Report 834		01-Dec-11		7

**MINUTES OF THE ENVIRONMENTAL PLANNING & EMPLOYMENT
COMMITTEE MEETING HELD 13th DECEMBER 2011**

Present: Chairman: Cllr H House
Councillors: B Granger, Mrs K Granger, A Bainbridge, Dr J C Bowden,
Mrs D Fearnley, A Hooper
In attendance: Mrs G Kress, Administration Officer

Apologies were received from Cllrs D Pepper and J Jones and the reasons for absence were approved by the Committee

90. To receive any amended declarations of interest from members

There were none received.

91. To receive any declarations of personal and/or prejudicial interest from members of the committee on items to be discussed at this meeting

There were none received.

92. To identify any items for discussion which may require the exclusion of the press and public

There were none identified.

93. Planning Proposals for consideration

Five plans had been received for consideration by the Committee, no objections had been received and there were no objections on the City Council website. The Committee could see no grounds for objection to any of the plans and therefore requested that a letter be sent to the Head of Planning at Sheffield City Council to this effect.

Letter to the Head of Planning at SCC

94. Licence Applications

There were none received.

95. Correspondence

Items requiring a decision or response

Item 3 – Christmas Fayre in Chapeltown – Councillors were reminded that on the 16 and 17 December there would be a Christmas Fayre and craft fayre and also a Santa's Grotto.

Item 4 – Meeting re Community Infrastructure Levy – Cllrs Howard House and Andy Bainbridge confirmed that they are attending the meeting on the 15 December.

Item 7 – Scrap metal thefts – Cllr Howard House gave an update regarding the current situation with regard to the theft of lead from premises in the Chapeltown area.

PLANNING LIST 13 DECEMBER 11						
PLAN NO/ RESPOND BY	FUL/ OUT	PLANNING OFFICER	PLANNING PROPOSALS ADDRESS AND PROPOSAL DETAILS	COMMENTS	PARISH COUNCIL OBSV'S & DEC'S	COMM. DATE
11/03682 15-Dec-11	FUL	S HALLAM Rec. 28.11.11	54 BRACKEN HILL, SHEFFIELD S35 1RS SINGLE STOREY EXTENSION TO FRONT OF DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	13-Dec-11
11/03716 14-Dec-11	FUL	P JESSOP Rec. 28.11.11	22 GLENWOOD CRESCENT, SHEFFIELD S35 1YX SINGLE STOREY SIDE/FRONT EXTENSION TO DWELLINGHOUSE	N/CONSULTED	NO OBJECTIONS	13-Dec-11
11/03567 14-Dec-11	FUL	E PARKER Rec. 28.11.11	PLOT C SMITHYWOOD BUSINESS PARK, COWLEY WAY SHEFFIELD S35 1QP INSTALLATION OF 4 CCTV SUPPORT POSTS, VENTILATION LOUVRES, EXTRACTION DUCTING AND CHIMNEYS ON THE EASTERN ELEVATION OF THE BUILDING	N/CONSULTED	NO OBJECTIONS	13-Dec-11
11/03751 23-Dec-11	FUL	S HALLAM Rec. 6.12.11	14 CRESWICK LANE, SHEFFIELD S35 8NL TWO STOREY SIDE EXTENSION AND PROVISION OF TWO ADDITIONAL OFF ROAD PARKING SPACES	N/CONSULTED	NO OBJECTIONS	13-Dec-11
11/03722 23-Dec-11	FUL	P JESSOP Rec. 6.12.11	R S J ALDRICH & SON, NEWTON CHAMBERS ROAD, S35 2PH RE-CLADDING EXTERNAL ELEVATIONS AND ROOF, ALTERATIONS TO WINDOW AND DOOR OPENINGS AND ASSOCIATED EXTERNAL WORKS TO UNIT	N/CONSULTED	NO OBJECTIONS	13-Dec-11

PLANNING CORRESPONDENCE 13 DECEMBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
02-Dec-11	NCA	e-mail	Re Public meeting 6 December 2011		13-Dec-11		1
02-Dec-11	Rural Yorkshire	email	Neighbourhood Plann Regs Consultation		13-Dec-11		2
08-Dec-11	NCA	poster	Christmas Markets in Chapeltown		13-Dec-11	15-Dec-11	3
08-Dec-11	NCA	e-mail	Community Infrastructure Levy		13-Dec-11		4
08-Dec-11	SCC	e-mail	Roadworks Report 835		13-Dec-11		5
09-Dec-11	SY Police	email	Invite to PC Booth's retirement celeb.		13-Dec-11	15-Dec-11	6
12-Dec-11	Cllr House	e-mail	Update re scrap metal thefts		13-Dec-11		7
13-Dec-11	SCC	e-mail	Sheffield Environment Weeks 2012		13-Dec-11		8

MINUTES OF THE FINANCE & PREMISES COMMITTEE MEETING
HELD 15th DECEMBER 2011

Present: Chairman: Cllr G Oxley
Councillors: J Housley, B Edley, Ms S Constance, Ms V Bowden,
Dr J Bowden as substitute for J Jones
In Attendance: Mrs G Kress, Administration Officer

Apologies for absence were received from Cllrs D E Pepper, J Jones and G Weatherall, and the reasons for absence were approved by the Committee.

74. To receive any amended declarations of interest forms from members

There were none received.

75. To receive any declarations of personal and/or prejudicial interest from members on items to be discussed at this meeting

There were none received.

76. To identify any items for discussion which may require the exclusion of press and public

There were none identified.

77. Financial Reports

To consider the Clerk's reports

The reports were received and members noted the balances remaining in the Parish Council bank accounts as at today's date. It was identified that partial funds would need to be transferred from the Scottish Widows account before the end of the financial year. It was therefore:-

Recommended Unanimously that:-

- § Transfer of partial funds from the Scottish Widows be placed as an item on the Council agenda for approval in January 2012 to enable the transaction to take place before the end of the financial year.

Item to be placed on January 2012 Council agenda

78. To accept and approve the recommendations of the Internal Auditor made in the half yearly audit report

The Committee noted the report received from the Internal Auditor and also the recommendations made in the report, it was therefore:-

Recommended Unanimously that:-

- § The recommendations made by the Internal Auditor be accepted and acted upon before the next internal audit in 2012.

79. To discuss and approve for payment the Solicitors interim account to date on the sale of the David Chadwick Centre

The Committee noted the interim account received and:-

Recommended Unanimously that:-

- § The invoice issued by Foys, Solicitors be paid for work carried out in connection with the abortive sale of the David Chadwick Centre from January 2011 to November 2011.

80. To discuss and approve the Community Room hire charge to commence in the new financial year and also the previous recommendations by the Finance Committee regarding grant applications

The Committee discussed the various options for setting the level of charges to cover the overheads of the building whilst still keeping the existing users of the Community Room, it was:-

Recommended Unanimously that:-

- § Whilst the Parish Council still want to support local groups the cost of the room hire charge would need to be increased to £10.00 per session for community groups, with effect from the 1 February 2012
- § The cost of the room hire for small business users be increased to £20.00 per session.
- § The cost of the room hire for VAT registered business users be increased to £20.00 per hour.
- § That letters be sent out to the current users of the Community Room informing them of the increase following ratification of the decision at the January 2012 Council meeting.

Letters to be sent to existing users informing them of the increase

Discussion also took place regarding the level of grants to be given to each group applying for a grant in the forthcoming year and it was agreed that individual grants need to be limited to an amount to be approved.

Item to be placed on the January Finance Agenda for discussion.

81. To agree and recommend the precept for 2012/2013

It was agreed that this item be deferred for discussion at the January Finance Committee, when the Chairman of the Council is present at the meeting and also the Chair of the Finance Committee.

Item to be placed on January Finance agenda

82. Annual Finance Leaflet

To finalise the details on the leaflet for approval at the January Council meeting It was agreed that this item be deferred for discussion at the January Finance Committee, when the Chairman of the Council is present at the meeting and also the Chair of the Finance Committee.

Item to be placed on January Finance agenda

83. To receive and approve the quotation from Intoprint for the printing of the Finance Leaflet

The Committee considered the quotation for the printing of the Finance Leaflet from Intoprint and agreed that it was a competitive quote and therefore:-

Recommended Unanimously that:-

- § The quotation from Intoprint be accepted for the production of the Finance Leaflet.
- § That Intoprint be contacted to ascertain the period of notice for printing and delivery of the leaflets.

84. Examination of Financial Transactions

The transactions for December were presented to the Committee and it was:-

Recommended Unanimously that:-

- § The transactions be approved and cheques be issued.

85. Correspondence

Items requiring a decision or a response

The Committee noted items of correspondence received - the following items require action:-

Item 13 – Nat West fixed rate deposits for Town and Parish Councils

Following discussion it was decided that this item be placed on the January Finance agenda for further discussion.

Item to be placed on the January Finance agenda

Item 20 – E-mail from Margot Jackson regarding the Credit Union

Following discussion it was agreed to respond to the e-mail stating that the Parish Council do not have suitable facilities for receiving monies. The security of the staff and current staff resources is also a paramount consideration and therefore they were unable to assist with this request.

Response to be sent to Margot Jackson

Item 25 – NALC annual subscription due

Members noted correspondence received and requested that this item be placed on the January Finance agenda for payment.

Item to be placed on the January Finance agenda

FINANCE CORRESPONDENCE – 15 DECEMBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
23-Nov-11	Paces School	letter	Thanks for Christmas grant	01-Dec-11		15-Dec-11	1
06-Dec-11	High Green Primary School	letter	Thank you for Christmas grant			15-Dec-11	2
07-Dec-11	Lound Infant School	letter	Thank you for Christmas grant			15-Dec-11	3
14-Dec-11	Coit Primary School	letter	Thank you for Christmas grant			15-Dec-11	4
23-Nov-11	SYFAB	email	Funding News 18.11.11.			15-Dec-11	5
29-Nov-11	Foys Solicitors	e-mail	Response re Chapeltown Baths Lease	01-Dec-11		15-Dec-11	6
09-Dec-11	Foys	e-mail	Chapeltown Baths Lease			15-Dec-11	7
14-Dec-11	Foys	e-mail	Chapeltown Baths Lease			15-Dec-11	8
02-Dec-11	Foys Solicitors	e-mail	Sale of DCC re access			15-Dec-11	9
12-Dec-11	Foys	letter	Invoice re sale of DCC			15-Dec-11	10
01-Dec-11	British Telecom	letter	Confirmation of new business rate			15-Dec-11	11
02-Dec-11	YLCA	Newsletter	White Rose Update			15-Dec-11	12
02-Dec-11	NatWest Bank	letter	Deposit account rates for Parish Councils			15-Dec-11	13
07-Dec-11	SYFAB	e-mail	Funding news 6.12.11			15-Dec-11	14
14-Dec-11	SYFAB	e-mail	Funding news 13.12.2011			15-Dec-11	15
07-Dec-11	Intoprint	email	Estimate for printing of finance leaflets			15-Dec-11	16
07-Dec-11	Local Government Group	e-mail	Employer views on Green Book pay claim			15-Dec-11	17
07-Dec-11	Sharon Batty	e-mail	Villages and Communities Together newsletter			15-Dec-11	18
07-Dec-11	Charity Commission	e-mail	Annual Return			15-Dec-11	19
08-Dec-11	Cllr H House	e-mail	Credit Union			15-Dec-11	20
08-Dec-11	NCA	poster	Christmas Markets in Chapeltown		13-Dec-11	15-Dec-11	21
14-Dec-11	NCA	e-mail	Kids can do Grenoside			15-Dec-11	22
09-Dec-11	SY Police	email	Invite to PC Booth's retirement celeb.		13-Dec-11	15-Dec-11	23
14-Dec-11	SYJS	e-mail	How would you spend the Police budget			15-Dec-11	24

FINANCE CORRESPONDENCE – 15 DECEMBER 2011							
DATE RECD	RECEIVED FROM	TYPE	SUBJECT	Ref/Coun	Ref/Plann	Ref/Fin	No.
15-Dec-11	NALC	e-mail	Subscription renewal DIS Extra			15-Dec-11	25
15-Dec-11	South Yorks Fire & Rescue	e-mail	Rescue News			15-Dec-11	26