

Minutes of the Meeting held Thursday 30 June 2022

Present Councillors: Andrews, (Chair), Copeland, Ronksley (N.), Scott, Humphreys, Tingle, Fretwell, Belcher.

Apologies were received from Councillors: Alsop, Ronksley (J),

9127 Induction of Newly Elected Councillors

Resolved:- The following were welcomed to the meeting, all necessary forms completed and given an induction including reference to GDPR & The Code of Conduct as set by YLCA; Councillors Howis, McCarten, Murphy, Owen, Oxley, Walker, Winsborough. It was noted that Councillor Brown was absent due to holiday and other provision would be made to complete the required forms and receive an induction. It was suggested that all present Councillors introduced themselves.

9128 Minutes

Resolved:- That the minutes of the Annual meeting held Tuesday 10 May 2022 be approved. It was noted that item **9111** needs to be amended to read Councillor A Copeland be appointed Vice Chair of The Council for the Municipal year 2022/23, this has been corrected by The Media Lead, Councillor Fretwell and will be uploaded to the new website.

9129 Retirement of The Clerk To The Council, Alan West

The Chair explained the reasons why Alan West had retired early without going into personal details and it was mentioned that Mr West had stated that he would still take part in the hand-over period to any newly appointed Clerk and continue to make the necessary payments to Employees & Contractors. Councillor Howis mentioned about putting the outgoing Clerk under further pressure due to his illness and it was explained that, as above, Mr West had mentioned himself that he would help out if required when he was able. It was also explained that YLCA had been contacted with reference to supplying a Locum Clerk to help out.

Resolved:- Mr West would complete the hand-over process including making payments to Employees, Contractors etc and he was to be contacted only in exceptional circumstances where information is required and not available by other means.

9130 Parish Council Surgeries

Councillor McCarten made reference to The Clerk being available once per week to attend a Public Surgery. A member of the Public asked why The Clerk had to be there. It was then mentioned that the two RMBC Ward Councillors are planning to hold surgeries in Thurcroft and they would be approached to ask if they require a Parish Councillor to be present, who could only take notes and report back to the full Council. Councillor Howis mentioned about Councillors being available on a rotation basis if required.

Resolved:- That the Ward Councillors be contacted and asked if a Parish Councillor was required to attend their surgeries, once per month on a rotation basis.

9131 Financial reports, Spreadsheets

The Chair explained that in future a spreadsheet / financial information would be made available by the incoming Clerk to show open & transparent reporting of Council Finances.

Resolved:- That financial information will be made available at all Parish Council Meetings when a new Clerk is appointed.

9132 Recognition of Past Serving members of Thurcroft Parish Council

A member of the Public asked if there was to be any recognition of past long-serving Members of The Council. It was stated that recognition had already been planned for ex-Councillor Gerald (Jeb) Nightingale & Clerk To The Parish Council, Alan West by way of a plaque to be placed on two of the new benches being sited in Thurcroft. There will also be a commemorative plaque to HM Queen Elizabeth II on her Platinum Jubilee.

Resolved:- Recognition of long-serving members of the Council and Queen Elizabeth II to be added to three new benches in Thurcroft.

9133 Laughton Common Meetings

Councillor Copeland explained that as Laughton Common did not have facilities for holding meetings The Gordon Bennett Memorial Hall is used as necessary & Parishioners are welcome to attend.

Resolved:- GBMH to be used for any meetings reference Laughton Common issues.

9134 Update reference Job Vacancy for Clerk To The Council

Councillor Humphries gave an update as to how many had applied at the current time and as of 27th June 2022 there were 4 packs sent out. A question was asked, if there was a conflict of interest with any of the interview panel would that person have to stand down, the answer was Yes.

Resolved:- That Councillor Humphries carry on with the Application process.

9135 Contracts for All Employees

The Chair stated that all Employees of Thurcroft Parish Council would be given an up-to-date Employment Contract to be provided by Councillor Humphries.

Resolved:- Councillor Humphries to draw up new contracts.

9136 Mandatory Code Of Conduct Training

The Chair stated that all Councillors will undertake mandatory Code of Conduct training which will be held at GBMH at a date & time to be decided. Councillor McCarten mentioned The Good Councillors Guide, The Chair replied it was already in hand with Sheena at YLCA and everyone would receive a copy during the mandatory training session.

Resolved:- Mandatory training for all Councillors with regard to The Code of Conduct.

9137 External Auditor

A member of the Public (rjb-1503@hotmail.co.uk) asked if there was an External Auditor & how are they appointed.

Resolved:- Councillor Fretwell will check & reply to the email address given.

9138 Thurcroft F.C.

Councillor Winsborough asked how do Thurcroft F.C. pay for the use of facilities at GBMH.

Resolved:- It was explained that their Secretary Peter Brookes pays directly.

9139 Monies earned at GMBH

Councillor McCarten asked what happens to monies made at GBMH. It was explained that the Caretaker, Royce Hall is responsible for paying any money into the bank account. A member of the Public mentioned that it may be better if payments were made by Bank Transfer in future, wherever possible, to take away the need for cash payments. This was discussed and decided it would be a good idea.

Resolved:- All future payments for the hire of the GBMH will be carried out through bank transfer where possible.

9140 Internal Auditor

Councillor Owen asked if the Internal Auditor was from RMBC. A member of the Public explained that RMBC suggests an Internal Auditor but does not work for RMBC. The roles of Internal & External Auditors were explained. Councillor Howis mentioned about having a new Accountant. It was explained that the current Accountant has worked for Thurcroft Parish Council for 9 years and provided an excellent service & this would have to be discussed with the new Clerk To The Council as our Responsible Finance Officer.

Resolved:- The Internal Auditor does not work for Rotherham Borough Council. Why the need for a new Accountant to be discussed with The Responsible Financial Officer.

9141 Christmas Lights

Councillor McCarten asked to carry on with her previous work in reference to the Christmas Lights.

Resolved:- Councillor McCarten to carry on.

9142 Vermin reported at The Allotments

A report was given that vermin had been spotted at the Allotments and could the local environmental office provide someone to alleviate the issue. Councillor Murphy stated that 'The Rat Catcher' has visited regularly and the Allotment Association pay the cost themselves.

Resolved:- The question was answered and a satisfactory response was given. Thanks to Thurcroft Allotment Association.

9143 Councillor Job Roles

A member of the Public asked what each Councillor can do. Councillor Belcher mentioned that he has walked round the Village on many occasions and stopped to talk to people.

Resolved:- A list of jobs within the Council will be made and added to the new website when it has been fully developed. Councillor Fretwell will send a list of all the jobs available with names of Lead, Deputy Lead and current vacancies before the next meeting so members can choose what they want to be involved in, he also asked for all email addresses to allow him to make contact for future minutes, notices etc

9144 Current Contractor Contracts

Councillor Winsborough asked about having a break-down of work carried out when a Contractor sends in an invoice for payment. A member of the Public explained that the wording mentioned on invoices is standard procedure as per the Accounts for Payment page and also mentioned 'prior rights & good practice'. Councillor Humphries also mentioned some Contractors are on Contract and some are on Written Statements. It was then asked if Contracts could be mentioned on the next agenda.

Resolved:- Current Contract practices to carry on. Procedure for adding items to the Agenda to be discussed at the next meeting during any other business.

9145 Minutes of Meetings

A question was asked why it takes so long to provide minutes of meetings; it was also asked if Minutes could be posted in the Library. The Chair replied that the minutes of the last meeting are posted along with the Notices three clear days before the next meeting as per directives.

Resolved:- The timescale for Minutes & Notices were mentioned and whether Minutes can be posted in the Library & GBMH will be investigated.

9146 I.D. Cards

The Chair stated that all Councillors will be given an I.D. badge so they can be identified by members of the Public when out and about on Council business.

Resolved:- The provision of I.D. Badges to all members.

9147 RMBC Website

Councillor Oxley mentioned that the RMBC Website is still showing previous members of Thurcroft Parish Council.

Resolved:- RMBC to be contacted and asked to update the Thurcroft Parish Council membership.

9148 Tidying up of GBMH

Councillor Winsborough asked if the GBMH can be tidied up. The Vice Chair, Councillor Copeland stated that this was already in progress, Graffiti is to be cleaned off the rear of the building, the Caretaker has been asked to remove weeds etc from the car park, quotes are being sought for a new front door as the hinges have dropped. Councillor Murphy asked if a Part-timer could be used to help. Councillor Oxley asked if the Ground Maintenance team (C&D Grounds Maintenance & Landscaping) could be used for weeding etc, Councillor Copeland would mention this and ask if they could provide the service.

Resolved:- Work is already in progress to 'clean up' the Gordon Bennett Memorial Hall. The Employee's new contract will be more specific as to what is required & the possibility of a Part-timer will be looked into. C&D Grounds Maintenance & Landscaping to be contacted reference weeding etc.

9149 Close of Meeting

The Chair asked that only one person at a time should speak to save members talking over others and if anyone wanted to speak, they should raise their hand and wait to be invited to talk by The Chair. The Chair thanked everyone for their attendance & the meeting was closed.

Resolved:- The raising of hands was noted and the meeting closed.

Accounts for approval for meeting Thursday 28 July 2022

Creditor	£	Description
Rotherham Crematorium and Cemetery	2162.00	Burial charges
C&D Grounds Maintenance & Landscaping	2170.00	June Environmental Work
Rotherham MBC	180.00	Premises licence GBMH
Glendale	660.00	Hard pruning and levelling Work at Brampton en le Morthen Recreation Ground
G Cook	1400.00	Erection and taking down jubilee bunting in Thurcroft
Brookhouse Gas Services Ltd	60.00	Report of fault, drain down and check vessel
Royce Hall	486.77	Purchase of Nilco Combi 1218E Upright Vacuum for GBMH to replace broken machine
YLCA Training for Councillor D Fretwell	25.00	Risk Assessments – Financial & Corporate
YLCA Training for Councillor D Fretwell	25.00	Roles, Responsibilities & Duties of The Clerk
YLCA Training for Councillor D Fretwell	16.70	Websites & Accessibility Outstanding invoice from April 26th 2022
Imprest Account	2864.86	July Imprest