

THURCROFT PARISH COUNCIL

Gordon Bennett Memorial Hall
Green Arbour Road
Thurcroft
ROTHERHAM S66 9AA

Minutes of the Extraordinary Meeting held Thursday 11 August 2022

Present - Councillors: Andrews, (Chair), Copeland, Ronksley (N.), Ronksley (J), Alsop, Humphreys, Fretwell, Owen, Murphy, Walker

The clerk to Laughton-en-le-Morthen Parish Council attended the meeting to give assistance on completion of the AGAR.

There was one member of the public in attendance - Ward Councillor Thomas Collingham. No questions were raised in the public session.

The meeting started at 6.35 pm

9169 To receive and approve reasons for absence.

resolved:- Council received and approved the reasons for absence from

Councillors: Scott, Belcher, Oxley, McCartan, Brown, Tingle, Howis, Winsborough

9170 To receive declarations of interest in respect of business on the agenda.

resolved:- No declarations of interest were received.

9171 To receive and approve the minutes of the meeting held on 28 July 2022.

Matters arising from the minutes: The Chairman mentioned item 9161 reference Councillors (McCartan & Walker) attending meetings at Brampton Village. It was accepted that members can attend but have no powers to make decisions relating to any issues, any matters arising need to be placed on the agenda and discussed at a full Council meeting.

resolved:- That the minutes of the meeting held Thursday 28 July 2022 be approved and file copy was signed by the chairman of the meeting.

9172 To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature of the items to be discussed.

resolved:- There were no issues of a confidential nature identified.

9173 To receive the Internal Auditors Report (AIAR), review the effectiveness of the system of internal control for Thurcroft Parish Council and agree any changes to controls that may be necessary.

Council reviewed the Annual Governance and Accountability Return, including the Internal auditors report (AIAR). It was **resolved** that the annual internal Audit Report 2021/2022 included at Page 3 of the Annual Governance and Accountability Return, along with the Internal Auditors written report, be noted. The recommendations of the internal auditor were considered, and it was further **resolved** that: -

- Council considers outsourcing payroll to alleviate pressures on the Clerk.
- A signatory review takes place, particularly with regard to ensuring at least dual control of all internet banking and cheques.
- Checks take place to ensure any Council computer devices contain adequate anti-virus software.
- Options with regard to improving interest rates are looked into for any long-term reserves.

Whilst Council was generally satisfied with the level of internal Controls it was **resolved** that with the employment of the new clerk other matters should now be looked at:-

- The level of reserves held, with the implementation of a clear reserves policy
- Consideration as to whether Council should change internal auditor in line with general YLCA recommendation to Councils.
- Consider a periodic review of accounts by an appointed Councillor, who would usually not be a signatory.
- Review of asset register which has not changed in last three years.

resolved:- These matters be addressed within 3 months of the new clerk being in place with the exception of signatories which should be sorted within one month. An agenda items to be in place at the next meeting to agree signatory requirements going forward. In addition, contact is to be made to the internal auditor to ask for copies of the last three years financial information to ensure copies of these are on file in view of the clerk having to leave office suddenly due to illness.

9174 Following review of the effectiveness of internal controls of Thurcroft Parish Council, to consider the findings, and then complete and approve section 1 of the Annual Governance and Accountability Return (AGAR), this to then be signed by the Interim Clerk and the Chairman of the meeting.

Following review of the effectiveness of the system of internal controls, detailed above, and taking into account the issues raised when considering the findings, it was **resolved** that Thurcroft Parish Council complete and approve section 1 of the Annual Governance Statement 2021/2022 on page 4 of the Annual Governance and Accountability Return. The Chairman and acting Clerk of the meeting signed the

declaration. A note was added regarding the possibility of a charitable trust relating to the land at Laughton Common which Council is currently looking into.

9175 Following signing by The Responsible Financial Officer – to consider and approve the Accounting Statements of Thurcroft Parish Council relating to the period 1st April 2021 to 31st March 2022. The Chairman of the meeting to then sign section 2 of the Annual Governance and Accountability Return (AGAR).

Following the signing of section 2 of the AGAR by the Responsible Financial Officer. Council considered section 2 of the Annual Governance and Accountability Return. It was **resolved** that Thurcroft Parish Council approve Section 2 - Accounting Statements 2021/2022 for Thurcroft Parish Council on page 5 of the Annual Governance and Accountability Return 2021/2022 and that the Chairman sign the declaration. Documents now to be submitted to approved external auditor PKF.

9176 To agree the dates to be set to advertise the period during which electors and interested persons may exercise rights relating to the Annual Accounts (Monday 15th August 2022 – Monday 26th September 2022).

It was **resolved** that Monday 15th August 2022 to Monday 26th September 2022 be selected by Thurcroft Parish Council for the period of exercise of public rights. Clerk to place on the website and Parish noticeboards. Council noted that this did not meet statutory requirements, but this was the earliest possible dates after approval of the Accounting Statements and the external auditor had been made aware of the issue.

9177 To set the date of the next ordinary Parish Council Meeting.

It was **resolved** that the date of the next meeting was agreed as Thursday 29th September 2022 at 6.30 pm in the Gordon Bennett Memorial Hall.
The meeting closed at 7.25 pm.