



## Minutes of the Full Council meeting held Thursday 11<sup>th</sup> May 2023

Present Councillors: **B. Clark (Chair), C. Walker (V-Chair), A. Copeland, D. Fretwell, A. Scott, C. McCartan, M. Howis, D. Brown, A. Winsborough, T. Murphy, D. Oxley, J. Richardson, D. Andrews, E. Humphreys, J. Ronksley, C. Alsop, N. Ronksley.**

Apologies were received from Councillors: **P. Owen.**

Proper Officer: **Thomas Collingham (Clerk & RFO).**

**There was 5 members of public in attendance.**

**The meeting started at 6.30pm**

### **9359. To elect a chairman for ensuing year, to be followed by the signing of the Chairman's Declaration of Acceptance of Office**

**Resolved:-** That Brian Clark be elected as Chairman for the year 2023-24. Brian Clark duly signed the Declaration of Office.

**Voting:-** 17 councillors present. 8 votes for B. Clark, 7 votes for D. Andrews, 2 abstentions.

### **9360. To elect a Vice-chairman for the ensuing year, to be followed by the signing of the Chairman's Declaration of Acceptance of Office**

**Resolved:-** That Cathryn Walker be elected as Vice-Chairman for the year 2023-24. Cathryn Walker duly signed the Declaration of Office.

**Voting:-** 17 councillors present. 9 votes for C. Walker, 5 votes for A. Copeland, 3 abstentions.

### **9361. To receive and approve reasons for absence**

The Clerk noted that apologies were received from Cllr P Owen.

**Resolved:-** That the reasons for absence be approved.

**Voting:-** 17 councillors present. All councillors voted for.

### **9362. To receive declarations of interest in respect of business on the agenda**

No declarations of interests received.



**9363. To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed**

There are no items for exclusion.

**9364. Public Participation Session**

- Member of the public raised that the process for the public participation session was inconsistent and that it was believed that questions had to be submitted prior to the meeting. Can laminated copies of the public session policy be provided.

The Clerk advised that pre-submitted questions will often lead to a better response if any research is required. But that questions may be asked on the evening.

- A member of the public raised concerns with the flower beds and that he believes that they are suitable and doesn't understand what the problem was and that he had been approached by the public to say how lovely the flower beds are.
- A member of the public wanted to thank the council for their support with speeding. This was noted by the council.

**9365. To appoint any new committees in accordance with Standing Order 4**

A councillor raised the need for a separate committee for communication and that more engagement is needed with the public, either through surgeries or newsletters.

The Clerk advised that communication is already part of the undertakings on the Events Committee

It was decided that the current committees are sufficient.

**Resolved:-** That no further committees are required in the year 2023-24.

**Voting:-** 17 councillors present. All councillors voted for.



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### 9366. To appoint members to the Facilities Committee for the next 12 months

The Clerk suggested that as the committees have only just started in the last few months, the current membership has been suggested as a starting point. Cllr M Howis highlighted that he would also like to be on the committee.

**Resolved:-** That Cllr C McCartan, Cllr D Andrews, Cllr A Copeland, Cllr A Scott and Cllr M Howis be appointed as members of the Facilities committee for 2023-24.

**Voting:-** 17 councillors present. All councillors voted for.

### 9367. To appoint the chairperson of the Facilities committee for the next 12 months

Cllr C McCartan nominated herself for the position of Chair of the Facilities committee.

**Resolved:-** That Cllr C McCartan be appointed chair of the Facilities committee for 2023-24.

**Voting:-** 17 councillors present. 16 councillors voted for. 1 councillor voted against.

### 9368. To agree any changes to the Terms of Reference for the Facilities Committee for the next 12 months

It was discussed that the power to decide should be removed from the committees and that anything discussed as part of the group should be brought to the full council as a recommendation.

It was further discussed that as part of the Facilities Committee that Thurcroft Memorial Garden and the Playgrounds should be part of the undertakings of the committee as they are classed as a facility in the dictionary.

The Clerk advised that the undertakings of each committee do not have to relate specifically to the wording of the committee and that the revamp of the Gordon Bennett Memorial Hall will be a big undertaking for the committee.

It was decided to add Thurcroft Memorial Garden and Playgrounds as an undertaking of the Facilities Committee.

**Resolved:-** That changes to the Terms of Reference for the Facilities Committee not be adopted for 2023-24.



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**Voting:-** 17 councillors present. 7 councillors voted against, 6 councillors abstained, and 4 councillors voted for.

**Cllr D. Andrews, Cllr A. Copeland, Cllr D Fretwell and Cllr A Scott left the meeting at this point. This left 14 councillors present at the meeting and this was deemed quorate against the current Standing Orders for business to be transacted.**

### **9369. To appoint members to the HR Committee for the next 12 months**

It was assumed from the committee membership document that was circulated before the meeting, that the members of HR Committee would be Cllr E Humphreys, Cllr C Alsop, Cllr D Fretwell and Cllr P Owen. Cllr C Walker nominated herself to join the HR Committee.

The Clerk advised that the maximum membership for the committee is six councillors.

**Resolved:-** That Cllr E Humphreys, Cllr C Alsop, Cllr D Fretwell, Cllr P Owen and Cllr C Walker be appointed as members of the HR committee for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9370. To appoint the chairperson of the HR committee for the next 12 months**

Cllr E Humphreys nominated herself as Chair of the HR committee.

**Resolved:-** That Cllr E Humphreys be appointed Chair of the HR committee for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9371. To agree any changes to the Terms of Reference for the HR Committee for the next 12 months**

The Clerk advised that the Terms of Reference had been updated in line with the model staffing committee undertakings available from the YLCA website.

**Resolved:-** That the changes to the Terms of Reference for the HR committee be adopted for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.



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### 9372. To appoint members to the Events Committee for the next 12 months

The previous committee members for the Events committee were Cllr C Walker, Cllr B Clark, Cllr M Howis, Cllr J Ronksley and Cllr N Ronksley. Councillors discussed that they were happy with the current membership.

**Resolved:-** That Cllr C Walker, Cllr B Clark, Cllr M Howis, Cllr J Ronksley and Cllr N Ronksley be appointed as members of the Events committee for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### 9373. To appoint the chairperson of the Events committee for the next 12 months

Cllr C Walker nominated herself as Chair of the Events committee.

**Resolved:-** That Cllr C Walker be appointed as Chair of the Events committee for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### 9374. To agree any changes to the Terms of Reference for the Events Committee for the next 12 months

Councillors agreed with the current Terms of Reference but would like the undertakings for the committee to include the management of a newsletter, and posters for the parish.

Councillors echoed that the Terms of Reference should remove the Vice-Chair being elected at the first meeting, that there is no power to decide and recommendations be made to full council, and minimum meetings are three per year.

**Resolved:-** That delegation be given to the Clerk to update the Terms of Reference for the Events committee for 2023-24 to include the provision and management of newsletters and to include posters and for the Terms of Reference for Events committee to be adopted for the 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### 9375. To appoint members to the Environment Committee for the next 12 months



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The previous membership for the committee was Cllr D Oxley, Cllr D Brown, Cllr T Murphy, Cllr A Winsborough. Councillors discussed that they were happy with the current members. Cllr J Richardson and Cllr C Walker nominated themselves to be on the committee for this year.

**Resolved:-** That Cllr D Oxley, Cllr D Brown, Cllr T Murphy, Cllr A Winsborough, Cllr J Richardson and Cllr C Walker be appointed to the Environment committee for the year 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9376. To appoint the chairman of the Environment committee for the next 12 months**

Cllr D Oxley nominated herself to be the Chair of the Environment committee.

**Resolved:-** That Cllr D Oxley be appointed Chair of the Environment committee for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9377. To agree any changes to the Terms of Reference for the next 12 months**

Councillors echoed that the Terms of Reference should remove the Vice-Chair being elected at the first meeting, that there is no power to decide and recommendations be made to full council, and minimum meetings are three per year.

**Resolved:-** That delegation be given to the Clerk to update the Terms of Reference for the Events committee and to be adopted for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9378. To appoint members to the Finance and General Committee for the next 12 months**

It has been noted that the Finance & General committee did not function in the previous year. The membership of the committee will comprise of the chairs of each of the standing committees. The Clerk advised that the chairs that have been appointed today are Cllr B. Clark, Cllr E Humphreys, Cllr D. Oxley, Cllr C McCartan and Cllr C Walker.

**Resolved:-** That Cllr B. Clark, Cllr E Humphreys, Cllr D. Oxley, Cllr C McCartan and Cllr C Walker be appointed as members to the Finance & General committee for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.



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**9379. To appoint the chairman of the Finance & General committee for the next 12 months**

Cllr B Clark nominated himself to be the Chair of the Finance & General committee.

**Resolved:-** That Cllr B Clark be appointed the Chair of Finance & General committee for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

**9380. To agree any changes to the Terms of Reference for the next 12 months and to note in the last year committee meetings were not held and matters were dealt with by the full council**

Councillors echoed that the Terms of Reference should remove the Vice-Chair being elected at the first meeting, that there is no power to decide and recommendations be made to full council, and minimum meetings are nine per year.

**Resolved:-** That delegation be given to the Clerk to update the Terms of Reference for the Events committee and to be adopted for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

**9381. To review the Financial Regulations and consider adoption for a further 12 months**

The Clerk advised that the Financial Regulations are the NALC model regulations that are adopted by many councils. Councillors were happy that the regulations are standard, and no amendments needed to be made.

It was highlighted that some template brackets were still included for points 12.2 & 13.5.

**Resolved:-** That the Clerk has delegated authority to update points 12.2 & 13.5 to clarify the points for the council. That version two of the Financial Regulations be adopted for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

**9382. To review Standing Orders and consider adoption for a further 12 months**



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The Clerk advised that the Standing Orders that have been adopted are the model Standing Orders that are adopted by many councils. Any amendments to the standing orders can be made to anything that is not in bold. Any text in bold are legislation and are unable to be amended.

It was suggested that Standing Order 5 J ixi. be amended to allow for policies to be reviewed throughout the year.

Standing Order 3 i relates to standing when speaking in the chamber. This was requested to be removed from the Standing Orders.

**Resolved:-** That the Clerk have delegated authority to amend the Standing Orders to reflect the update to points 5 J ixi and 3 i. That the Standing Orders be adopted for the year 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9383. To review Scheme of Delegation and consider adoption for a further 12 months**

The Clerk advised that a change to the point 7 under the Scheme of Delegation to ensure that the policies align with the delegated authority. Councillors did not want to make any other amendments to the document.

**Resolved:-** That the Clerk have delegated authority to update point 7 to reflect the delegated authority with committees. That the Scheme of Delegation be adopted for the year 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9384. To review signing arrangements for bank accounts for a further 12 months. To confirm continued use of internet banking arrangements as the usual way to make payments. Cheques to be used by exception. This consists of input by the clerk, followed by dual authorisation by two authorised signatories of payments listed for approval at the previous Parish Council meeting. Additionally, to agree input by the clerk, between meetings, of contractual payments such as Salaries and PAYE, subject to dual authorisation following input by the clerk, and reporting on the next payment list**





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The Clerk advised the shift in online payments by the council as a primary method of payment. To ensure accountability and transparency it is recommended that dual authorisation of online payments needs to be adopted by the council.

**Resolved:-** That online payments will be dual authorised by two signatories for payments listed at the previous council meeting and additionally any payments in between the meeting made under Clerks delegated authority.

**Voting:-** 13 councillors present. All councillors voted for.

### **9385. To determine the time and place of ordinary meetings of the full council and any committee meetings up to and including the next annual meeting of the council**

Councillors highlighted that due to the membership changes not all councillors will be able to attend meetings during the day and that these should be reviewed.

The Clerk advised that the change in times will result in a change of day for the meetings.

The Chair advised that end of May meeting does clash with his retirement. Councillors discussed and are happy to rearrange the meeting on this occasion as part of the meeting schedule.

**Resolved:-** That the meeting schedule be adopted for Full Council meetings with the change of meeting date for Wednesday 24<sup>th</sup> May 2023, and that the Clerk be delegated authority to update the meeting schedule for the committee meetings and circulate to councillors.

**Voting:-** 13 councillors present. All councillors voted for.

### **9386. To consider continuation with existing annual subscriptions/fee for Information Commissioners Office (data protection) YLCA and SLCC, which will fall within the next 12 months**

The Clerk highlighted that as part of Standing Orders, it is necessary to review the subscriptions for the council. There are three subscriptions;

- YLCA – Due in March 2024 (annual) - £1035.00
- SLCC – Due in June 2023 (annual) - £250



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- ICO – Due in June 2023 (annual) - £35.00

**Resolved:-** That the subscriptions for YLCA, SLCC and ICO continue for the year 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9387. To review the payments incurred under s. 137 of the Local Government Act 1972 for the previous financial year 2022-2023**

The Clerk advised the council that there had been 7 payments made under S.137 at the total £1700 consisting of grants and donations.

**Resolved:-** The Council noted the report.

### **9388. To review the complaints procedure and consider adoption for a further 12 months**

The Clerk advised that the complaints procedure would need to be updated to reflect the change of Chair. Councillors raised spelling mistake in the report that needs to be updated.

**Resolved:-** That the Clerk be delegated authority to update the Chairs details and correct the spelling mistake within the policy. That the complaints policy be adopted for the year 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9389. To review the Council's policy for dealing with the press/media and consider adoption for a further 12 months**

Councillors reviewed the Media Policy adopted on 29<sup>th</sup> September 2023 and agreed that no amendments are necessary.

**Resolved:-** That the Council readopt the Media Policy for the year 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

### **9390. To consider a timetable schedule for reviewing all Council policies throughout the next municipal year**



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The Clerk advised that due to the amount of policies in place with the council it would be more manageable to break this down over the year to ensure that councillors are able to spend time scrutinising the policies.

The Clerk also referenced that August and December there are no meetings, and that April should be avoided due to the workload with the end of year.

**Resolved:-** That the Council adopts the policy review schedule in line with Standing Orders for 2023-24.

**Voting:-** 13 councillors present. All councillors voted for.

**The meeting closed at 20:19.**