



Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour
Road, Thurcroft, Rotherham, S66 9DD

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Minutes of the Finance & General Committee meeting held Thursday 20th July 2023

Present Councillors: **B. Clark (Chair), E. Humphreys & C. Walker (3 councillors present).**

Apologies: **C. McCartan & D. Oxley.**

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

One member of public in attendance.

The meeting started at 6.30pm

FG/2023/01 To receive and approve reasons for absence.

Resolved:- That apologies received for C. McCartan and D. Oxley are approved.

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/02 To receive declarations of personal and pecuniary interestⁱ

Resolved:- No declarations of interest were received.

FG/2023/03 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. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

No items are considered for the exclusion of press and public.

FG/2023/04 Public Participation Session

A resident raised a question regarding the policy review for the code of conduct and that the current version does not provide enough information for councillors. The Clerk informed the resident that a draft copy of the LGA model version was being provided to the committee for consideration.

The resident raised a further point regarding training on the code of conduct. The Clerk informed the resident that this was in the pipeline between YLCA and RMBC.



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The resident made comment that complaints being dealt with by RMBC, and not by the parish council. The Clerk informed the resident that any complaints regarding the code of conduct of councillors are dealt with by the principal authority.

FG/2023/05 To note the procurement increase to £30,000 – to make a recommendation to Full Council to update the Financial Regulations accordingly

The Clerk informed the committee that the legislation was updated in December 2022, and this has seen an increase in the procurement amount that would result in public contracts being advertised on Contract Finder. This has now increased to £30,000 including VAT. Councillors noted the increase that will be applied to Standing Orders and Financial Regulations.

FG/2023/06 To note the payments list for the next full council meeting and to report any issues raised in the check of payments to be made

The Clerk informed the committee that payments had been checked by Cllr T Murphy and Cllr C Walker, and that no issues were found when cross reference checking against the invoices, bank statements and the amounts entered onto Scribe Accounts.

FG/2023/07 To receive and consider the latest bank reconciliation for councillors to authorise as a true record between the bank statement and the accounting system for the previous month

The Clerk shared the bank reconciliation up to 30th June for bank statements and Scribe Accounts. These were also checked in detail by Cllr T Murphy and Cllr C Walker.

Resolved:- That the bank reconciliation be approved as an accurate record.

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/08 To review and consider the council policies for recommendation to full council

The Clerk introduced that as part of the recent Annual Meeting of the Parish Council, it was approved that policies would be reviewed each month to ensure that they are given the chance for effective scrutiny.



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FG/2023/08.1 Asset Register Policy

The Clerk recommended that due to the size of the council, it could be considered raising the amount from £50.00 to £500.00 for all assets of the council. The committee preferred to keep the asset amount at £50.00.

Resolved:- That a recommendation be made to full council to consider approval of the Asset Register policy and make no changes to the policy.

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/08.2 Code of Conduct Policy

The Clerk introduced that this was a new model document provided by the LGA. It is recommended that as a council you approve the new version to align with the principle authorities version of the code of conduct.

Resolved:- That a recommendation be made to full council to consider approval of the LGA Model Code of Conduct

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/08.3 Co-Option Policy

The Clerk referenced that there is a new exclusion to becoming a councillor regarding sexual offences that needs to be included within the policy. Councillors also discussed that candidates must remain outside the meeting during the agenda item. They will be invited into the room to present for five minutes and leave the room until after the vote has taken place. A set of standard questions will be issued to councillors before the meeting.

Resolved:- That a recommendation be made to full council to approve the annual review of the Co-Option policy and include the amendments to the process and exclusions.

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/08.4 Freedom of Information – Vexatious Requests polcy



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The Clerk highlighted that on page one, the committee that Vexatious Requests be referred to, be changed to Finance & General Committee.

Resolved:- That a recommendation be made to full council to approve the annual review of the Freedom of Information – Vexatious Requests policy with the amendment to the committee it is referred to.

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/08.5 Freedom of Information policy

The committee raised that the parish website address should be included on the policy and that a review of the printing costs be reviewed.

Resolved:- That a recommendation be made to full council to approve the annual review of the Freedom of Information policy and information be sought on the cost of printing for FOI Requests.

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/08.6 General Privacy notice policy

The Clerk raised a grammatical amendment to page one, where it stipulates what organisations the council may work with for data protection.

Resolved:- That a recommendation be made to full council to approve the annual review of the General Privacy notice policy and that the minor grammatical amendment be made to the bullet points on page one.

Voting:- 3 councillors present. All councillors voted in favour.

FG/2023/09 To notify the clerk of matters for inclusion on the agenda of the next meeting

There were no items raised for inclusion on the agenda of the next meeting.

FG/2023/10 To confirm the date and time of the next Finance & General Committee meeting on Monday 18th September 2023 at 6.30pm



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The date of the next meeting was agreed as **Monday 18th September 2023** at 6.30pm in the Gordon Bennett Memorial Hall.

The meeting closed at 7.03pm.