



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 Monday 18th September 2023

Present Councillors: **B. Clark (Chair), E. Humphreys, C. McCartan and C. Walker (4 councillors present).**

Apologies: **D. Oxley**

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

No members of public in attendance.

The meeting started at 6.30pm

FG/2023/11 To receive and approve reasons for absence.

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

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

FG/2023/12 To receive declarations of personal and pecuniary interest¹

Resolved:- No declarations of interest were received.

FG/2023/13 To receive and approve the minutes of the meeting held on Thursday 20th July 2023

Resolved:- That the minutes from the Finance & General Committee meeting held on Thursday 20th July 2023 be approved as a true and accurate record.

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

FG/2023/14 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/2023/15 Public Participation Session



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No public were in attendance.

FG/2023/16 To receive and note the payment schedule to be considered by next full council on Thursday 28th September 2023

The Committee noted the list of payments to be made. The Clerk referenced that August payments had already been checked internally, and that September payments were still to be checked by two councillors ahead of the full council meeting.

FG/2023/17 To receive and note the bank reconciliations for July 2023 and August 2023

The Committee noted that the bank reconciliations that have been internally checked by two councillors in each month to validate that the Bank Statements match the Scribe Accounts

FG/2023/18 To receive and note a statement of the council's receipt and payments to date for the current financial year

The Committee noted that the Proper Officer was unable to present the receipt and payments for the meeting due to the changes to reserve balances and the system producing an error that needs to be investigated.

FG/2023/19 To undertake a review and consider the following council policies for recommendation to full council

FG/2023/20.1 Grant Policy & Application Form

The Clerk presented a Community Grant policy with a revised application form for consideration to replace the current Grant Award policy. The Clerk advised the council that the current grant form does not cover every eventuality.

The Committee felt that the Community Grant form was too indepth for individual groups and it may put them off filling in a form. The Committee agreed that a combination of both of the policies should be incorporated to include who the council should not give grants to, but also



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to reiterate the need for receipts post-payment to reconcile that the grant has been used for the intended purpose.

The Committee agreed to recommend to full council the Community Grants policy to be used for bigger grants of up to £2500 which would need to be set out in the budget for the next financial year, with the intention to consider grant applications in June and October each year.

Resolved:- That the Clerk have delegated authority to update the Grant Award policy and application form to include the restrictions on who can apply for a grant, and make it clear on the requirement for receipts after a grant has been awarded. That the updated policy, along with the Community Grant policy & application form be recommended for approval to the full council to widen the scope of larger grants up to the value of £2500 be made by the council twice a year.

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

FG/2023/20.2 That Cllr C Walker joined the meeting and was present till the end of the meeting.

FG/2023/20.3 Investment Strategy

The Clerk presented the current policy and shared an example policy from the Society of Local Council Clerks (SLCC). The Committee read through each of the policies and agreed to adopt the policy from SLCC.

The Clerk advised the committee to incorporate the relevant amounts such as £85,000 maximum on investments and that they currently shouldn't exceed two years.

Resolved:- The Committee delegated authority to the Clerk to combine the two policies and for the reviewed policy be recommended to full council for approval.

Voting:- 4 councillors present. All councillors voted in favour.

FG/2023/21 To consider a dispensation policy and application form for recommendation to full council

The Clerk shared a draft policy for handling dispensations with the committee for discussion.



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The Clerk advised the committee that Dispensations are allowed under Standing Order 13 and that a policy would formalise the process for councillors who wish to request dispensation on an item and retaining a log of any dispensations that are granted.

The Clerk highlighted page three of the policy for the timeframe in which is reasonable for a councillor to request a dispensation. The committee agreed that the councillor should request dispensation as soon as possible, up to 24 hours before the meeting is scheduled to commence.

The Clerk advised that there is provision for delegation to the Proper Officer to make the decision for granting a dispensation to a councillor, but the Proper Officer requested that this should remain in the control of the full council. The Committee agreed that this should remain the decision of the council.

Resolved:- That the Committee make the recommendation to Full Council to adopt the Dispensation Policy, the application form and the log for any that are granted.

Voting:- 4 councillors present. All councillors voted in favour.

FG/2023/22 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/2023/23 To confirm the date and time of the next Finance & General Committee meeting on Thursday 19th October 2023 at 6.30pm

The date of the next meeting was agreed as **Thursday 19th October 2023** at 6.30pm in the Gordon Bennett Memorial Hall.

The meeting closed at 7.27pm.