



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

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Minutes of the Finance & General Committee meeting held Thursday 19th October 2023

Present Councillors: B. Clark (Chair), C. McCartan, D. Oxley & C. Walker (4 present)

Apologies were received from Councillors: E. Humphreys

There were no members of the public in attendance.

The meeting started at 6.30pm

FG/2023/24 To receive and approve reasons for absence.

Resolved:- The council received and approved the reasons for absence from E. Humphreys.

Voting:- 4 councillors present. All councillors voted for.

FG/2023/25 To receive declarations of interest in respect of business on the agenda.

No declarations of interest were received.

FG/2023/26 To receive written requests for dispensations for disclosable pecuniary interests (if any)

No requests for dispensations were received.

FG/2023/27 To grant any requests for dispensation as appropriate

No dispensations to be granted.

FG/2023/28 To receive and approve the minutes of the meeting held on Monday 18th September 2023

No matters were raised on the minutes.

Resolved:- That the minutes of the meeting held Monday 18th September 2023 be approved and file copy was signed by the chairperson of the meeting.

Voting:- 4 councillors present. 3 councillors voted for; 1 councillor abstained.



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FG/2023/29 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 were identified for exclusion of the press and public.

FG/2023/30 Public Participation Session

No members of the public were in attendance.

FG/2023/31 To receive and note the payment schedule to be considered by next full council on Thursday 26th October 2023

The Clerk and RFO presented the payments list for approval by the council. It was noted that the payments have been checked by two councillors and no issues were highlighted with the payments. Two payments were received after the payment list was created and these will be internally checked before approval at the full council.

FG/2023/32 To receive and note the bank reconciliations for September 2023

The Clerk presented the latest bank reconciliation that was checked by two councillors for accuracy between the Scribe Accounting system and the Bank Statements from The Co-Operative Bank. The balances matched and no issues were highlighted.

FG/2023/33 To consider an update to the appointed bank signatories for the council

Councillors were made aware that due to the resignation of a councillor the bank signatories need to be updated. The Clerk recommended that the members of the Finance & General Committee become the bank signatories. The committee agreed for this to be recommended to the council.

Resolved:- That a recommendation be made to the council to update the bank signatories to the members of the Finance & General Committee.

Voting:- 4 councillors present. All councillors voted for.



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FG/2023/34 To receive and note the half year financial figures against the council's budget for 2023/24

The Committee were presented with the half year position for the council's finances. The Committee noted the report and that the budgets are in line with what was budgeted last year. It was highlighted that the cemetery has had a decrease in the number of interments which has meant that the income and expenditure for this cost code is lower. The biggest variances are within the Gordon Bennett Memorial Hall where we have seen increased utility costs and unexpected repair costs.

FG/2023/35 To consider the following policies for recommendation to full council -

FG/2023/35A Document Retention Policy

The Committee were presented with a new Document Retention Policy. The Council has statutory requirements for keeping documents and this policy sets out the retention levels across a variety of documents. It is worth noting that the Dictaphone recordings are also included as being kept until the minutes are approved as these are the true record of meeting minutes.

Resolved:- That the committee recommend to council to adopt a document retention policy.

Voting:- 4 councillors present. All councillors voted for.

FG/2023/35B Bench Placement Policy

The Committee were presented with a bench placement policy in response to a resident request to place a bench within the parish. Councillors agreed that the wording needs to state no extra pots or memorabilia should surround the benches whether in the parish or cemetery. It was also agreed that the timescale for installation should state four months rather than two months.

Resolved:- That the committee recommend to council to adopt a document retention policy with the agreed updates incorporated before presentation to council.

Voting:- 4 councillors present. All councillors voted for.



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FG/2023/35C Chairmans Allowance Policy

The council suggested earlier this year that a Chairman Allowance policy should be adopted to make the process for the use of the allowance clearer for any incoming chairman. It was agreed that the policy covers the uses well but that any remaining budget be given to a charity of their choice and that reference to the amount available be removed in the case of the budgeted amount changes.

Resolved:- That a recommendation be made to council to adopt the Chairmans Allowance policy with the agreed changes incorporated before presentation to council.

Voting:- 4 councillors present. All councillors voted for.

FG/2023/36 To receive and note the updates to the Data Information Audit undertaken by the Clerk

The Clerk presented the updated Data Information Audit to incorporate the new storage places as the Gordon Bennett Memorial Hall, or more use of electronic storage with use of the cloud.

Councillors noted the audit report.

FG/2023/37 To receive and consider the Corporate Risk Register completed for this financial year

The Clerk presented an update Risk Register that covered the financial and non-financial risks to the council. The Committee highlighted an error on the colouring of one of the risk boxes that stated Low and was coloured Amber and that this would need to be updated along with the site risks for the Gordon Bennett Memorial Hall.

Resolved:- That the committee recommend that the Corporate Risk Register be adopted by the council with the minor amendments noted by councillors.

Voting:- 4 councillors present. All councillors voted for.

FG/2023/38 To receive and consider the review of the cemetery rules and regulations policy and the updated fees



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The Clerk introduced that the current fees list does not cover all eventualities that have been experienced over the last 12 months and the need for a comprehensive pricing list. The Clerk also advised to council that the pricing needed to be updated to take into consideration the grave digging fees, administration fees and the upkeep of the cemetery. Councillors agreed with the recommendation made on pricing.

The Clerk advised the council that there were no model burial rules in place when he took up role and therefore, put in place model from YLCA but this wasn't ratified by the council. Some of the sizing options differed from previous where the signage in the cemetery also differs from the agreed minutes in 2005. It was therefore advised that the rules for the cemetery be brought into line and all third parties advised of the changes that are made.

The cemetery regulations were formed using regulations from nearby cemeteries to ensure that they covered the requirements for Thurcroft Cemetery.

Resolved:- That the Cemetery Regulations and revised fees be recommended to council for adoption.

Voting:- 4 councillors present. All councillors voted for.

FG/2023/39 To notify the clerk of matters for inclusion on the agenda of the next meeting

Grant application that was received will be included on the next Finance & General Committee.

FG/2023/40 To confirm the date and time of the next ordinary meeting of the Finance & General Committee on Thursday 23rd November 2023 at 6.30pm

Councillors took note of the next meeting which will be back in the usual location at the Gordon Bennett Memorial Hall.

The meeting closed at 7.30pm.