



# 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 18<sup>th</sup> January 2024

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

**Apologies were received from Councillors:** E. Humphreys

**There were no members of the public in attendance.**

**The meeting started at 6.30pm**

**FG/2024/01 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 in favour.

**FG/2024/02 To receive declarations of personal and pecuniary interest for members and officers**

No declarations of interest were received.

**FG/2024/03 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No requests for dispensations were received.

**FG/2024/04 To grant any requests for dispensation as appropriate**

No dispensations to be granted.

**FG/2024/05 To receive and approve the minutes of the meeting held on Thursday 23<sup>rd</sup> November 2023**

No matters were raised on the minutes.

**Resolved:-** That the minutes of the meeting held Thursday 23<sup>rd</sup> November 2023 be approved and file copy was signed by the chairperson of the meeting.

**Voting:-** 4 councillors present. 3 voted in favour, 1 councillor abstained.

**FG/2024/06 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/2024/07 Public Participation Session**

Chairperson Initial:



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No members of the public were in attendance.

## **FG/2024/08 To receive and note the payment schedule to be considered by next full council on Thursday 25<sup>th</sup> January 2024**

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. Three payments were received after the payment list was created and these will be internally checked before approval at the full council on Thursday 25<sup>th</sup> January 2024.

**Resolved:-** That the committee noted the payments scheduled to be considered by the council on Thursday 25<sup>th</sup> January 2024.

## **FG/2024/09 To receive and note the bank reconciliations for November 2023 & December 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.

**Resolved:-** That the committee note the bank reconciliations completed for November 2023s and December 2023.

## **FG/2024/10 To discuss and consider the draft budget for the next financial year 2024-25**

The Clerk & RFO for the parish council presented the refined budget based on the invoices received over the last year and budgeted going forward for the last 2/3 months to provide an accurate picture on the budget for next year.

### ***Proposed Budget***

- ***Expenditure - £285,985.12***
- ***Income - £44,433.14***
- ***TOTAL - £241,551.98***

### ***Topline increase analysis***

***Precept amount for LY (2023-24) - £176,114***

***Increase amount £ TY (2024-25) - £65,438***

***Increase amount % TY (2024-25) - 37.08%***

The Clerk & RFO advised the main factor to the increase are salary costs, which include an increase in hours for the Clerk position, an addition of an Assistant Clerk, pension



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payments and large increases in pay in line with the sector for Local Government pay conditions.

An increase specifically in the energy costs to the GBMH and other bills across the parish in line with inflation. Other budgeted costs are for items requested through committees that have been included within this years budget.

### Tax Base

RMBC sends through a spreadsheet for the provisional tax base detailing the number of properties within the parish that will be eligible to pay Council Tax for the coming year. This information is used to calculate the average cost of council tax to each household, and it will also calculate the potential increases put forward by the council.

**2023/24 - Tax Base - 2099.25**

**2023/24 - Cost of Council Tax for a Band D property per year - £83.89**

**2023/24 - Cost of Council Tax for a Band D property per month - £6.99**

**2024/25 - Provisional Tax Base - 2125.89**

**2024/25 - Cost of Council Tax for a Band D property per year - £113.62**

**2024/25 - Cost of Council Tax for a Band D property per month - £9.47**

**2024/25 - Increase in Tax Base (using a 37.08% increase)**

**2024/25 - Increase in Council Tax for a Band D property per year - £30.62**

**2024/25 - Increase in Council Tax for a Band D property per month - £2.55**

The Clerk & RFO suggests increasing the precept in stages using a combination of the raised precept and general reserves. I have attached a spreadsheet that details the increase up to 11% - which would be a 9.9% increase due to the small increase in the provisional Tax Base from RMBC (more houses are eligible for Council Tax than last year). This would be an increase of £9.23 per year, which is £0.76 per month.

Councillors discussed the budget and agreed with cushioning any increase with the use of General Reserves and to draw down on the current level of reserves that aren't earmarked to ensure that the budget. The committee agreed to put a recommendation to council with an increase of 9.9% increase (£17,435.28) and the use of General Reserves (£48,002.70) for the remaining proposed amount to the budget.

**Resolved:-** That a recommendation be made to council from the committee on the considered budget that will inform the precept amount for the financial year 2024-25.



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

## **FG/2024/11 To discuss and consider the following policies for recommendation to full council**

### **FG/2024/11A Risk Management Policy**

The Chair advised that this item had been deferred until a future meeting.

**Resolved:-** That the item be deferred until a future meeting of the Finance & General Committee.

### **FG/2024/11B CCTV Policy**

The Clerk advised that the Gordon Bennett Memorial Hall has operational CCTV covering the building and the carpark. It is advised to implement a CCTV policy to ensure that the risks with data collection, distribution and accountability are identified and that the policy clearly sets the responsibilities of the parish council in respect to CCTV.

**Resolved:-** That a recommendation be made to council to adopt the CCTV Policy.

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

### **FG/2024/11C Travel and Subsistence Policy**

The Clerk advised that this policy has been reviewed incorporating the recommendations from the Internal Audit that was conducted for the year 2022-23. This policy incorporates the current rates from HMRC and a form that can be submitted to claim travel expenses to provide a robust audit trail for any claims by members and officers.

**Resolved:-** That a recommendation be made to council to adopt the Travel & Subsistence policy to replace the previous Travel Expenses policy.

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

### **FG/2024/11D Security Incident Policy**

The Clerk advised that the policy has been reviewed and includes up to date information for the current Chairman of the council.

**Resolved:-** That a recommendation be made to council to adopt the Security Incident policy.

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

### **FG/2024/11E Staff & Councillors Privacy Notice**

The Clerk advised that the policy had been reviewed but no changes had been made to the policy.



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**Resolved:-** That a recommendation be made to council that the Staff & Councillors privacy notice has been reviewed in line with the policy schedule.

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

### **FG/2024/11F Social Media Policy**

The Clerk presented the policy and advised that no changes had been made as part of the Social Media policy.

**Resolved:-** That a recommendation be made to the council that the Social Media policy has been reviewed in line with the policy schedule.

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

### **FG/2024/12 To notify the clerk of matters for inclusion on the agenda of the next meeting**

No matters were raised for inclusion at the next meeting.

### **FG/2024/13 To confirm the date and time of the next ordinary meeting of the Finance & General Committee on Thursday 22<sup>nd</sup> February 2024 at 6.30pm**

The Chair confirmed the meeting will take place on Thursday 22<sup>nd</sup> February 2024 at 6:30pm.

**The meeting closed at 19:27pm.**