



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

**Present Councillors:** C. Walker (Chair), C. McCartan, D. Oxley. (3 councillors present)

**Apologies were received from Councillors:** B. Clark and E. Humphreys

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

**The meeting started at 6.30pm**

### **FG/2024/31 To elect a chair for the Finance & General Committee meeting**

C. Walker nominated herself to chair the meeting.

**Resolved:-** That C. Walker chair the meeting for the Finance & General Committee held on Monday 18<sup>th</sup> March 2024.

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

### **FG/2024/32 To receive and approve reasons for absence.**

The Clerk shared with council the reasons for absence that were received from B. Clark and E. Humphreys.

**Resolved:-** That the reasons for absence be approved for B. Clark and E. Humphreys

**Voting:-** 3 councillors present, 3 voted in favour.

### **FG/2024/33 To receive declarations of personal and pecuniary interest for members and officers**

No declarations of personal and pecuniary interest were received.

### **FG/2024/34 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No requests for dispensations were received.

### **FG/2024/35 To grant any requests for dispensation as appropriate**

No dispensations to be granted.

### **FG/2024/36 To receive and approve the minutes of the meeting held on Thursday 22<sup>nd</sup> February 2024**

No matters of accuracy were raised on the minutes of the meeting held on Thursday 22<sup>nd</sup> February 2024.

**Resolved:-** That the minutes of the meeting held Thursday 22<sup>nd</sup> February 2024 be approved and file copy was signed by the chairperson of the meeting.

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



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**FG/2024/37 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/2024/38 Public Participation Session**

No members of the public were in attendance.

**FG/2024/39 To receive and note the payment schedule to be considered by next full council on Thursday 29th March 2024**

The Clerk and RFO presented the payments list for approval by the council and informed the signatories that these were ready to be checked and approved. Two councillors will meet to verify these before the Full Council meeting on Thursday 29<sup>th</sup> March 2024.

**Resolved:-** That the committee noted the payments scheduled to be considered by the council on Thursday 29<sup>th</sup> March 2024.

**FG/2024/40 To receive and note the bank reconciliations for February 2024**

The Clerk presented the latest bank reconciliation received. Two councillors checked the bank total from the Scribe Accounting system against the bank statement. The balances matched and no issues were highlighted.

**Resolved:-** That the committee note the bank reconciliations completed for February 2024 and the bank statement was signed by two councillors to verify the reconciliation.

**FG/2024/41 To discuss and consider a bank card to cover expenses by the council**

Councillors raised the item to address small expenses incurred by the Clerk and ensuring that the transactions can be made with parish money, rather than employees being out of pocket until expenses are authorised for payment to be released.

The Clerk presented a Charge Card with The Co-Operative Bank, this card would allow small expenses such as stationary, event costings or emergencies to be paid within the budgets agreed by council.

The Committee agreed that a £1500 credit limit should be applied to cover parts of the year such as Christmas and Remembrance where there is a council need to purchase items. The Clerk advised that any large purchases by the council will be made by BACS for expenditure.



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The Clerk advised that the Charge Card would cost £2 per month, and any transactions made on the account will be cleared by Direct Debit at the end of the month as to not incur any additional costs.

The Committee agreed with the proposal and wish to recommend to full council to approve the use of a Charge Card.

**Resolved:-** That the committee recommend the approval for an application to be made for a Charge Card with The Co-Operative Bank.

**Voting:-** 3 councillors present, 3 voted in favour.

### **FG/2024/42 To receive a report on the review of Internal Controls and to review the effectiveness of the Internal Controls and consider any further action**

The Clerk shared a report on the review of the effectiveness of the Internal Controls following the review that was carried out by two councillors that are non-signatories. The report recognises the internal procedures and the transparency of reporting the figures and the improvement in the Internal Controls. The Internal Control check didn't highlight any major issues.

**Resolved:-** That the committee recommend the approval of the review of effectiveness of the Internal Controls.

**Voting:-** 3 councillors present, 3 voted in favour.

### **FG/2024/43 To review and consider any updates to the asset register**

The Clerk presented the updated Asset Register including updates for any purchases made throughout the year. The Clerk sought advice on the Asset Register not including purchases for previous years. The advice stipulated that there is no legislation outlining the year that Asset's should be registered, and that it is more important to add in the Assets to show a true reflection and include all assets of the council. The Clerk has added the Assets purchased in the previous year and will attempt to go further back for any other assets that can be identified.

**Resolved:-** That the committee recommend for approval the updated Asset Register.

**Voting:-** 3 councillors present, 3 voted in favour.

### **FG/2024/44 To consider recommendations to the following policies to be adopted by the council;**

#### **FG/2024/44.1 Asset Register Policy**

The Committee reviewed the Asset Register policy with the updates including the disposals process. The Committee agreed with the clarification updates to the policy.



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**Resolved:-** That the committee recommend the approval of the updated Asset Register policy.

**Voting:-** 3 councillors present, 3 voted in favour.

**FG/2024/45 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/2024/46 To confirm the date and time of the next ordinary meeting of the Finance & General Committee on Thursday 18<sup>th</sup> April 2024 at 6.30pm**

The Chair confirmed the meeting will take place on Thursday 18<sup>th</sup> April 2024 at 6:30pm.

**The meeting closed at 19:31pm.**