

## Minutes of the Extraordinary meeting held Friday 7<sup>th</sup> July 2023

Present Councillors: **B. Clark (Chair), C. Walker (V-Chair), A. Copeland, D. Brown, C. McCartan, D. Fretwell, D. Oxley, M. Howis, P. Owen & T. Murphy** (10 Councillors present).

Apologies were received from Councillors: **J. Ronksley, N. Ronksley, E. Humphreys, D. Andrews, A. Scott, J. Richardson, C. Alsop & A. Winsborough.**

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

**There was 4 members of public in attendance.**

**The meeting started at 6.30pm**

### **9414. To receive and approve reasons for absence**

Apologies received from; J. Ronksley, N. Ronksley, E. Humphreys, D. Andrews, A. Scott, J. Richardson, C. Alsop & A. Winsborough.

**Resolved:-** That the reasons for absence be approved.

**Voting:-** 10 councillors present. 8 councillors voted in favour; 2 councillors abstained.

### **9415. To receive declarations of personal and pecuniary interest<sup>i</sup>**

No declarations received at the time of this item.

### **9416. To receive and approve the minutes of the meeting held on Wednesday 24<sup>th</sup> May 2023**

Cllr D. Fretwell would like it to be noted in the minutes for Item 9398 that he left the meeting due to ill-health. The Clerk advised that this was not necessary, but the Chair has noted this on the meeting minutes for approval.

**Resolved:-** That the Council approve the minutes as a true and accurate record for the meeting held on Wednesday 24<sup>th</sup> May 2023.

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9417. To receive and approve the minutes of the meeting held on Thursday 1<sup>st</sup> June 2023**



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# Thurcroft Parish Council

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Gordon Bennett Memorial Hall, Green Arbour  
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**Resolved:-** That the Council approve the minutes as a true and accurate record for the meeting held on Thursday 1<sup>st</sup> June 2023.

**Voting:-** 10 councillors present. 7 councillors voted in favour, 3 councillors abstained.

## **9418. To note any matters arising from the minutes of Wednesday 24<sup>th</sup> May 2023 & Thursday 1<sup>st</sup> June 2023**

**Item 9398** – The Christmas Light adapters are currently being fitted in preparation for the lights later this year.

**Item 9399** – The new gate at the Gordon Bennett should have been fitted today.

**Item 9412** – The WhatsApp has been set up with members of the Facilities Committee.

**Cllr D. Fretwell raised that he had items he wished to raise and asked the Chair where he could raise these. The Chair advised at the end of the agenda.**

## **9419. 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))**

There are no items identified for exclusion of the press and public. However, if councillors would like to discuss Appendix B on the Internal Audit report, this would need to go into confidential session. It is advisable that as much of the report be taken in public session.

### **Public Participation**

- A question was raised with the Internal Audit report in relation to the allocation of budget lines to committees when it was apparent from the meetings that the committees did not have any authority to spend. The Chair confirmed that it is correct, the committees did not have a budget to spend.
- Policing meetings have been successful in other areas towards Doncaster. Are there any plans for this to happen in Thurcroft Parish? The Council have conducted multi-agency



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meetings before and there are regular sessions with the Police held at Liberty Church on a Wednesday between 10am-12pm. The Chair noted the question for future discussion.

- A number of policies were due to be reviewed in June, are they still to be reviewed? The Chair confirmed that they would be reviewed.

### **9420. To consider the Proper Officer being appointed as the Designated Premises Supervisor for the Gordon Bennett Memorial Hall**

The Clerk advised that additional information has been sought from the Licensing Team at RMBC since the Facilities Committee. They have advised that the DPS for a satellite bar can be the contractor that manages the day-to-day management of the sale of alcohol. Therefore, it would be advisable that during a probationary period to get the bar up and running, the Clerk be appointed as the DPS until paperwork is in place for SRI Entertainment Ltd.

Councillors discussed a time period that this should be in place and suggested that as soon as the paperwork is sorted, this should be changed over as it is effective as soon as the paperwork is submitted.

**Resolved:-** That the Council appoint the Clerk as the Designated Premises Supervisor for the interim, and for the lead person of SRI Entertainment Ltd be appointed as DPS as soon as the paperwork is finalised.

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9421. To consider the written contract for the use of the bar facilities in Gordon Bennett Memorial Hall between Thurcroft Parish Council and SRI Entertainment Ltd**

The Clerk introduced the contract that had been considered by the Facilities Committee. The Committee recommended a probationary period of six-months with a check in to make sure that the partnership is working well, and a further review at the 12-month point with a report to be brought to council on the outcome.

A councillor raised a grammatical error with the contract that will be rectified by the Clerk before the report is signed.



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**Resolved:-** That the Council accept the contract and for it to be signed between Thurcroft Parish Council and SRI Entertainment Ltd for the sale of alcohol at the Gordon Bennett Memorial Hall.

**Voting:-** 10 councillors present. All councillors voted in favour.

**9422. To receive the Internal Auditors Report (AIAR), review the effectiveness of the system of internal control for Thurcroft Parish Council and agree any changes to controls that may be necessary.**

The Clerk introduced that the Internal Audit was conducted which found 74 recommendations and is an in-depth report into the council Internal Controls. The report was recently presented to councillors who have had a presentation on the recommendations to consider.

Internal Audit Yorkshire have completed the Annual Internal Audit Report to form part of the Annual Governance review. In this they have provided no assurance to the public that the council has adequate controls in place to manage the risk of money.

Councillors praised the report for being detailed and giving a clear action plan on how the council can improve moving forward.

The Clerk suggested a sub-committee or working party be set up to review all recommendations within the report and to update on the progress of the internal audit to full council on what actions have been taken based on the findings.

Questions have been raised on why she has audited outside of the audit window she was hired for and that it brings the previous Internal Audit reports into question.

A councillor raised when Internal Audit Yorkshire was appointed by the Council, and why were three quotes not sought. The Clerk advised that Internal Audit Yorkshire are on the approved list from Yorkshire LCA, and that due to the late appointment various others were unable to take on an extra council for audit. It is usual to appoint auditors around this time to complete an interim audit in the first instance, and then for the end of the financial year.

Councillors wished to discuss the Appendix B separately, which will be completed at the end of the agenda to keep the meeting in public session.



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**Resolved:-** The Council approved the Annual Internal Audit Report for 2022/23 and agreed to set up a sub-committee to work through the recommendations from the report.

**Voting:-** 10 councillors present. 8 councillors voted in favour, 2 councillors abstained.

### **9423. To receive and consider a grant application from Thurcroft Welfare Brass Band**

Councillors raised that due to the number of applications received this year, it would be worth looking at the budget for next year.

Councillors raised questions on what Thurcroft Welfare Brass Band have done in the village, with other councillors outlining the events in the village they have attended. Councillors raised concerns that as well as this opportunity, they also have the upkeep of the equipment and the building where they rehearse.

***Cllr D Fretwell highlighted he would like to declare an interest in the application, and that he would remain in the room but would not take part in the vote or discussion.***

Councillors considered different proposals and decided on a revised amount of £250 to be awarded to Thurcroft Welfare Band.

**Resolved:-** That the Council approve the grant application for £250 to be paid to Thurcroft Welfare Brass Band

**Voting:-** 10 councillors present. 7 councillors voted in favour, 1 councillor abstained, 2 councillors voted against.

### **9424. To approve accounts for payment and note contractual payments made under the clerk delegation (attached).**

The Clerk discussed the payments list, and that two councillors have checked all payments against the Bank Statements and Scribe as well as forward dated payments on the bank accounts.

The Clerk referred to three payments that hadn't been approved due to the invoices containing the incorrect address. The details of these are contained within the Clerks Report.



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**Resolved:-** That the Council approves accounts for payment and to note the payments made under the clerk delegation.

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9425. To retrospectively approve the playground surface repairs undertaken by Lightmain to address health and safety concerns**

The Clerk advised the Council that councillors were made aware of the issue on the 1<sup>st</sup> June 2023 for approval for the playground surface issues to be rectified. The Clerk advised of the costs through the Clerks Report.

**Resolved:-** That the Council retrospectively approves the playground surface repairs to be completed by Lightmain to address the health and safety concerns.

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9426. To notify the clerk of matters for inclusion on the agenda of the next meeting**

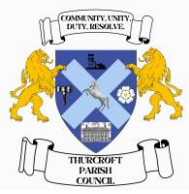
- \* Internal Audit – sub-committees
- \* Playground
- \* PHS

Cllr D Fretwell read through a statement regarding questions that he was asked in an email from members of the council in response to two meetings that didn't take place due to absence in the council.

### **9427. **CONFIDENTIAL** – APPENDIX B of the Internal Audit Report**

Councillors discussed the content of Appendix B and were advised that the Internal Audit Report has been accepted and as part of the overall report the recommendations will be reviewed by the sub-committee.

### **9428. To confirm the date and time of the next ordinary council meeting on Thursday 27<sup>th</sup> July at 6.30pm**



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The Clerk confirmed the next meeting of the full council will take place on Thursday 27<sup>th</sup> July at 6.30pm and the brought the meeting to a close.

**The meeting closed at 20:15.**