



# 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 23<sup>rd</sup> May 2024

**Present Councillors:** B. Clark (Chair), R. Butler, C. Walker and M. Wordsworth. (4 councillors present)

**Apologies were received from Councillors:** D. Oxley and C. McCartan.

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

**The meeting started at 6.30pm**

### **FG/2024/59 To receive and approve reasons for absence.**

The Clerk shared with council the reasons for absence that were received from D. Oxley and C. McCartan.

**Resolved:-** That the reasons for absence be approved for D. Oxley and C. McCartan.

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

### **FG/2024/60 To receive declarations of personal and pecuniary interest for members and officers**

No declarations of personal and pecuniary interest were received.

### **FG/2024/61 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No requests for dispensations were received.

### **FG/2024/62 To grant any requests for dispensation as appropriate**

No dispensations to be granted.

### **FG/2024/63 To receive and approve the minutes of the meeting held on Thursday 18<sup>th</sup> April 2024**

No matters of accuracy were raised on the minutes of the meeting held on Thursday 18<sup>th</sup> April 2024.

**Resolved:-** That the minutes of the meeting held Thursday 18<sup>th</sup> April 2024 be approved and file copy was signed by the chairperson of the meeting.

**Voting:-** 4 councillors present. 2 voted in favour, 2 councillors abstained.

### **FG/2024/64 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.



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## FG/2024/65 Public Participation Session

No members of the public were in attendance.

## FG/2024/66 To review the Financial Regulations and consider any updates to the existing policy

The Committee received an updated copy of the Financial Regulations, produced by NALC to be adapted for parish council use. The Clerk presented the main adaptations for discussion and points of clarity on current process to be recommended for inclusion and to be formally agreed by the council. The list of updates or discussion are attached as **Appendix A**.

**Resolved:-** That the committee approve the updated 2024 NALC version of the Financial Regulations and delegate authority to the Clerk to update the regulations with the agreed thresholds and actions to be recommended for approval by the council.

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

## FG/2024/67 To review the Complaints Procedure and consider any updates to the existing policy

The Committee discussed the current Complaints Procedures and agreed that within the policy the complaints should continue to be dealt with the Chair and Clerk where possible, where policy does not allow for this to happen, the complaint will be dealt with by the Finance & General Committee. If the complaint cannot be resolved within this committee it will be referred onto the council for decision.

The Committee would like the introduction of a complaints/compliments log so that common themes can be analysed over time and for this to be reported to council for visibility.

**Resolved:-** That the Committee delegate authority for the Clerk to include the changes in the policy and for the updated policy to be recommended to the council for approval.

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

## FG/2024/68 To receive and consider end of year accounting figures for 2023/24

The Clerk informed the committee that the figures were unable to be presented, and would be presented at the full council the following week.

## FG/2024/69 To receive and consider the council's reserve amounts for the ensuing year

The Clerk informed the committee that the reserve figures were unable to be presented, and would be presented at the full council the following week.



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## **FG/2024/70 To note the latest VAT return relating to the last financial quarter of 2023/24**

The Committee noted the VAT return that has been submitted to HMRC for the amount of £4,995.39 covering the period of transactions between 1<sup>st</sup> January 2024 to 31<sup>st</sup> March 2024.

**Resolved:-** The Committee noted the report.

## **FG/2024/71 To receive and note the payment schedule to be considered by next full council on Thursday 30th May 2024**

The Clerk and RFO presented the payments list for approval by the council and informed the committee that these had been reviewed by two councillors. There was a payment for an energy supplier that had a missing invoice which was unable to be printed before the verification process, and a varying Direct Debit amount from a waste contractor to the invoice received which is also being queried. These will be chased and reported to the council before authorisation.

**Resolved:-** That the committee noted the payments scheduled to be considered by the council on Thursday 30<sup>th</sup> May 2024 and the Clerk will report an update to the two transactions that were unable to be verified.

## **FG/2024/72 To receive and note the bank reconciliations for April 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 April 2024 and the bank statement was signed by two councillors to verify the reconciliation.

## **FG/2024/73 To notify the clerk of matters for inclusion on the agenda of the next meeting**

The Committee wished to see a quarterly update of the Risk Register, the Clerk suggested that this may tie in with a quarterly report for the council. The Clerk will add to the next agenda for consideration to align with any policies in place.

## **FG/2024/74 To confirm the date and time of the next ordinary meeting of the Finance & General Committee**

The Chair confirmed that the next committee meeting will be held on Thursday 20<sup>th</sup> June 2024 at 6.30pm in the Council Chamber at the Gordon Bennett Memorial Hall.

**The meeting closed at 19:37pm.**



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## Appendix A

- 2.6 – The Committee agreed to keep the policy as quarterly to ensure that the months of August and December don't lead us to fall away from a monthly policy. The Bank Reconciliations will only exclude the Chair from completing – all other members and signatories are permitted to complete the Bank Reconciliations.
- 3.7 – The Committee agreed that the council should remain the decision-maker in respect of appointing the Internal Auditor.
- 4.2 – The Committee agreed that Salaries and Wages budgets are to be reviewed by F&G committee in October and a hard-copy of the payment schedule to be signed by the Chair of the council.
- 4.3 – The Committee agreed that the council budget and detail is to be received by Council no later than November for the following financial year. The Committee did not opt to include a three-year forward budget given the uncertainty over the next couple of years (ie. Refits and projects).
- 4.4 – The Committee agreed that any unspent funds may be carried over into an earmarked reserve for partially completed projects on the basis that we have projects that may lapse over different financial years.
- The Committee noted that the Clerk had removed reference to committees having individual budgets.
- 4.5 – The Committee agreed that the draft budget and reserves are to be consider by F&G and a recommendation to be made to the council. This aligns with current council policy.
- 4.6 – The Committee agreed that the precept will be set no later than the end of January. This aligns with the current council policy and the working relationship with RMBC.
- 4.10 – The Committee agreed that any additions or withdrawals form the earmarked reserves will be considered by full council. This is already council policy, but it was added for clarification of any investments that may be considered by the council.
- 5.2 – The Committee agreed that the legal powers used is kept as a log within the Scribe Accounting system and that this is where it should remain reported.
- 5.6 – The Committee agreed for contracts exceeding £60,000 the council shall advertise an open tender in compliance with legislation
- 5.8 – The Committee agreed that contracts greater than £5,000 shall obtain 3 quotes.
- 5.9 – The Committee agreed that the threshold be set to £5,000.
- 5.15 – The Committee agreed the following thresholds;
  - Clerk - £500 exc. VAT
  - Chair/Clerk - £1000 exc. VAT
  - Committee - £5000 exc VAT
  - Council - over £5000 exc. VAT
- 5.18 – The Committee agreed that the Clerk can make emergency expenditure to the limit of £2000 which will be reported back to council at the next available meeting.
- 6.1 – The Committee agreed that the banking arrangements are to be reviewed annually at Annual Meeting. This already takes place as part of the council policy.



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- 6.2 – The Committee agreed that payments to be signed by two members/officers. This process is already council policy.
- 6.2 – The Committee agreed that dual authorisation to remain in place, this is already the policy in place with the council.
- 6.8 – The Committee agreed that Direct debits to be removed from payments list and only noted at the F&G committee moving forward.
- 6.4 – The Committee agreed that Salaries will remain summarised on payment schedules.
- 6.9 – The Committee agreed the same threshold rates as referenced in 5.15 and 5.18.
- 6,9(iv) – The Committee agreed that any transfer of funds over £10,000 to be reported to the council.
- 6.10 – The Committee agreed that all payments schedules are signed by Chair of the Council as they are authorised to be kept with a copy of the signed minutes.
- 7.1 – The Committee agreed to reword to ensure there is segregation of duties between the Clerk setting up the payment, and the payment being authorised by a member.
- 7.4 – The Committee agreed that councillors will be expected to authorise payments in person to help with IT issues between councillors who were unable to access Scribe Accounting.
- 7.6 – The Committee agreed that two councillors check the invoices for the council.
- 7.7 – The Committee agreed that a printout to be stapled to invoice once payment is made. This is a process that is already completed as part of the council procedures.
- 7.12 – The Committee agreed that any change of bank details must now have written request from supplier and held on file.
- 8 – The Committee agreed that Cheques are to be signed by two members and the Clerk
- 9.1 – The Committee agreed the single transaction threshold should be set to £1500 as agreed at council for a payment card.
- 9.4 – The Committee agreed that Personal Credit/Debit cards not to be used except for emergencies – an amount up to £250. The Committee wanted it to reflect within the Expenses policy and any Employment Contracts that may be affected.
- 13 – The Committee agreed that VAT is to be collected quarterly as per the current council policy.
- 17.4 – The Committee agreed to continue to review risks for financial and non-financial annually.