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# Thurcroft Parish Council

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

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## Minutes of the Finance and General Committee Friday 21<sup>st</sup> June 2024

**Present Councillors:** C. Walker (Chair), R. Butler, C. McCartan, D. Oxley, M. Wordsworth (5 councillors present).

**Apologies were received from Councillors:** B. Clark

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

**The meeting started at 6.30pm**

**FG/2024/75 To receive and approve reasons for absence.**

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

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

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

**FG/2024/76 Cllr M Wordsworth entered the room.**

**FG/2024/77 To receive declarations of personal and pecuniary interest for members and officers**

No declarations of personal and pecuniary interest were received.

**FG/2024/78 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No requests for dispensations were received.

**FG/2024/79 To grant any requests for dispensation as appropriate**

No dispensations to be granted.

**FG/2024/80 To receive and approve the minutes of the meeting held on Thursday 23<sup>rd</sup> May 2024**

No matters of accuracy were raised on the minutes.

**Resolved:-** That the minutes of the meeting held Thursday 23<sup>rd</sup> May 2024 be approved and file copy was signed by the chairperson of the meeting.

**Voting:-** 5 councillors present. 3 councillors voted in favour. 2 councillors abstained.

**FG/2024/81 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))**

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Chairperson Initial:

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The Clerk advised that the staffing items on the agenda should be held with the exclusion of press and public.

**Resolved:-** That Item 9B, and Item 13 shall exclude the press and public due to the nature of the business to be discussed relating to employment.

**Voting:-** 5 councillors present. All councillors voted in favour.

## FG/2024/82 Public Participation Session

No members of the public were in attendance.

## FG/2024/83 Policy;

### a) To receive a Volunteer Policy and consider any further action for recommendation to council

The Clerk presented the draft policy for committee consideration. The Committee agreed that the policy needed to be less prescriptive and more general to ensure that volunteers take responsibility for how they dress.

The committee raised a question regarding minors taking part in volunteering and whether that would be covered by the insurance. The Clerk agreed to take that away as an action.

**Resolved:-** That with the necessary amendments to the draft policy, this be recommended for approval by the council and that the Clerk seek clarity on minors within the policy and until that is clarified minors not be included in volunteering activities.

**Voting:-** 5 councillors present. All councillors voted in favour.

### b) To discuss the introduction of a policy to cover remembrance eventing and consider any further action for recommendation to council

The Clerk presented the draft policy for committee consideration. The committee praised the policy but highlighted various points of clarity to strengthen the policy and ensure that it appeals all year round.

**Resolved:-** That the necessary amendments be incorporated into the policy and that this be recommended for approval by the council.

**Voting:-** 5 councillors present. All councillors voted in favour.

## FG/2024/84 Audit;



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**a) To receive and discuss the final report for the Internal Audit completed for the financial year 2023/24 and consider any further action from the report**

The Clerk shared the Internal Audit report with the final findings. The auditor has entered positive assessments against all assertions except for;

- E – Income
- G – Salaries
- M – Public Rights
- N – Publication

The detail of the findings will be published on the council website and recommendations or confirmation where items have been address made at the next council meeting.

**b) CONFIDENTIAL ITEM - To note an update in relation to Item 48 of the Internal Audit Report completed in financial year 2022/23**

The Clerk shared an update with the committee that actions considered by council had been performed and the council is awaiting a response.

## **FG/2024/85 Training;**

**a) To receive the latest training and development available from Yorkshire Local Council Association and consider any relevant training for members or councillors**

The Clerk shared the training and development for June – September for consideration by members.

The Committee felt they needed more time to consider and did not want to recommend any training at this time.

The Clerk will distribute the list with the council and highlight the Off to a Flying Start for September dates that take place in an evening.

## **FG/2024/86 Complaints;**

**a) To receive any complaints received by the council and consider any further action**

The Clerk advised that no complaints have received by the council since the last considered complaint.



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**b) To note the latest report for complaints and compliments for the council and discuss any concerns**

The Clerk advised that this is a standing item to ensure that visibility of complaint and compliments are recorded by the council. The document will be shared with councillors to ensure that there is visibility of the procedure and any delays that may have occurred in responding to a complaint.

**FG/2024/87 Finance;**

**a) To receive and note the payment schedule to be considered by next full council on Thursday 27<sup>th</sup> June 2024**

The Clerk shared the payments list with the committee ahead of the approval at Thursday 27<sup>th</sup> June 2024. The Committee noted the payments and one transaction error that has now been edited and reapproved ready for payment release.

**b) To receive and note the bank reconciliations for May 2024**

The Bank reconciliation was carried out at the meeting by two councillors: Cllr D. Oxley and Cllr M Wordsworth. There were no issues highlighted.

**c) To receive and note the budget monitoring report up to 31<sup>st</sup> May 2024**

The Clerk advised that this will be a standing item moving forward to ensure that budget monitoring is taking place each month. The report contains all income and expenditure month by month and will show the budget remaining against each cost code. The committee noted the report.

**d) To receive any grant applications received by the council and consider any further action**

The Clerk advised that this will be a standing item for the committee to ensure that the grants budgets are being spent before the end of the year. The Clerk advised that the small grants pot is £2000 with applications allowed up to £500, and a large community grant pot of £5000 with applications allowed up to £2500. The committee noted the update.



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## FG/2024/88 **CONFIDENTIAL ITEM** – HR & Staffing;

### a) To discuss any matters that need to be highlighted with the council in respect of staffing matters

The Clerk advised the committee that this will be a standing item to discuss any staffing matters that are taking place that may concern the council and need further intervention.

The committee noted an update in regard to employees.

### b) To discuss and consider the employment contract for the role of Assistant Clerk

The Clerk advised that this item was before council recently, where the council agreed to extend the contract by six-months and that it should be placed before the staffing committee.

The Committee felt that it was too early to discuss and that this should be brought back in September.

**Resolved:-** That the Committee agreed to defer the item until the meeting in September 2024.

**Voting:-** 5 councillors present. All councillors voted in favour.

### c) To discuss and consider the pension eligibility for South Yorkshire Pensions Authority

The Clerk advised that due to the wording of previous minutes. It is stopping the pension being open to other employees of the council. The Clerk advises that where the employment contract stipulates that an employee is to be enrolled in a Local Government Pension Scheme – this needs to mirror the minutes of the council. The committee agreed and clarified that the Local Government Pension Scheme is open to all employees.

**Resolved:-** That all employees of the council are eligible for the Local Government Pension Scheme and that this be offered to all employees

**Voting:-** 5 councillors present. All councillors voted in favour.

## FG/2024/89 To notify the clerk of matters for inclusion on the agenda of the next meeting

No matters raised for inclusion on the next agenda.



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**FG/2024/90 To confirm the date and time of the next Finance & General Committee will be held on Thursday 18<sup>th</sup> July 2024 at 6:30pm in the Council Chamber of the Gordon Bennett Memorial Hall**

The Chair confirmed the date and time of the next meeting.

**The meeting closed at 18:30pm.**