



# 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> July 2024

**Present Councillors:** B. Clark (Chair), R. Butler, C. McCartan, D. Oxley, C. Walker and M. Wordsworth. (6 councillors present)

**Apologies were received from Councillors:** None

**Proper Officer:** Thomas Collingham

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

**The meeting started at 6.30pm**

**FG/2024/91 To receive and approve reasons for absence.**

There were no reasons for absence to consider.

**FG/2024/92 To receive declarations of personal and pecuniary interest for members and officers**

No declarations of personal and pecuniary interest were received.

**FG/2024/93 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No requests for dispensations were received.

**FG/2024/94 To grant any requests for dispensation as appropriate**

No dispensations to be granted.

**FG/2024/95 To receive and approve the minutes of the meeting held on Friday 21<sup>st</sup> June 2024**

No matters of accuracy were raised on the minutes of the meeting held on Friday 21<sup>st</sup> June 2024.

**Resolved:-** That the minutes of the meeting held Friday 21<sup>st</sup> June 2024 be approved and file copy was signed by the chairperson of the meeting.

**Voting:-** 6 councillors present. 5 voted in favour, 1 councillors abstained.

**FG/2024/96 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))**

The Clerk advised that Agenda Item 10A be considered in confidential session due to the item being discussed relating to an employee. The Agenda Items under Item 12 also relate to employment matters and were proposed to be considered in confidential session.



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**Resolved:-** That the Agenda Item 10A and 12 be considered at the exclusion of the press and public.

**Voting:-** 6 councillors present. All councillors voted in favour.

## **FG/2024/97 Public Participation Session**

No members of the public were in attendance.

## **FG/2024/98 Policy**

## **FG/2024/99 To discuss the current review dates for council policies and consider any further action**

That this item be deferred until the next meeting.

## **FG/2024/100 Training and Development**

## **FG/2024/101 To discuss any training and development for councillors and employees and consider any further action**

The Clerk advised members that employees of the council need to do refresher training to ensure they keep up to date on Fire Safety and COSHH. This cost will be within the employee training budgets.

Members thought it would be useful to have a Basic First Aid event for the community and to look at the opportunity of coordinating this. A member raised that he could save the council money and deliver training for employees. The Clerk agreed to check whether this was able to be done or whether it would present a conflict of interest. The Clerk agreed to contact all members individually to increase sign ups to the online training for the 'Off to a Flying Start' course in September.

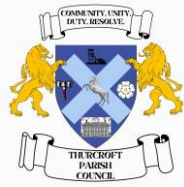
**Resolved:-** That the Clerk will contact all members to highlight training opportunities, and gain further advice on members delivering training and if approved, a First Aid event be organised for the community.

**Voting:-** 6 councillors present. All councillors voted in favour.

## **FG/2024/102 Complaints**

## **FG/2024/103 To receive any complaints received by the council and consider any further action**

The Chair presented a complaint received from a resident of a local association. The complaint was considered in confidential session under the grounds that it was discussing an employee.



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The Clerk left the room whilst this complaint was considered. It was resolved that Cllr Clark would respond to the complaint with any agreed actions and that the draft would be considered by Cllr Butler and Cllr Wordsworth before this was sent out.

**Resolved:-** That delegation be given to the Chair of the Council to respond to the complaint with any agreed actions.

**Voting:-** 6 councillors present. All councillors voted in favour.

### **FG/2024/104 To note the latest report for complaints and compliments for the council and discuss any concerns**

The Clerk shared the updated report for compliments and complaints to the council. It was noted that there is one closed complaint, and one open complaint.

### **FG/2024/105 Finance**

### **FG/2024/106 To receive and note correspondence from Opus Energy regarding our current energy contract**

The Clerk shared correspondence from Opus Energy who is the current Electricity provider of the Gordon Bennett Memorial Hall. In the correspondence they have shared that they are due to be taken over by EDF Energy from Q3. The members noted the updated that will take place in Q3.

### **FG/2024/107 To receive and note the payment schedule to be considered by next full council on Thursday 25<sup>th</sup> July 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. The Clerk highlighted that there is a current issue with accessing the BT website to download the invoices. The Clerk has requested that these be sent in the post.

There was an overpayment of Anston Pest Control. This had been picked up by the company and on our own internal Bank Reconciliation. This has been annotated and reflected in the accounting system, and the next invoice received from Anston Pest Control reflects the overpayment with an invoice payment for £36.00.

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

### **FG/2024/108 To receive and note the bank reconciliations for June 2024**



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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 June 2024 and the bank statement was signed by two councillors to verify the reconciliation.

### **FG/2024/109 To receive and note the budget monitoring report up to 30<sup>th</sup> June 2024**

The members noted the budget monitoring report and raised no questions.

### **FG/2024/110 To receive and note the VAT Reclaim submitted up to 30<sup>th</sup> June 2024**

The Clerk shared that a VAT reclaim has been entered for the council between 1<sup>st</sup> April 2024 – 30<sup>th</sup> June 2024 for £7,759.32. This was noted by members.

### **FG/2024/111 To receive any grant applications received by the council and consider any further action**

The Clerk presented one application that had been received for the small grants. It was for consideration of buying various gardening equipment to the amount of £457.75 for Thurcroft Welfare Community Hall Bowling Club.

The amount requested was between £450-£500 and members decided that the recommendation to full council should be for the full amount of the equipment of £457.75 to help with providing receipts.

**Resolved:-** That the Committee recommend the approval of the grant application to Thurcroft Welfare Community Hall Bowling Club for the amount of £457.75

**Voting:-** 6 councillors present. All councillors in favour.

### **FG/2024/112 CONFIDENTIAL ITEM – HR & Staffing**

### **FG/2024/113 To discuss any matters that need to be highlighted with the council in respect of staffing matters**

The item was considered at the exclusion of press and public. The items discussed were the Christmas Break for employees which will be put in place in line with holiday policies. Accrued hours for employees are becoming excessive, the committee agreed that time could be taken back in times with reduced activity.

### **FG/2024/114 To discuss and consider an employment contract for the position of relief caretaker**



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The Clerk highlighted that more work was needed to address relief roles within the council.

**Resolved:-** This was noted by the council and the Clerk is delegated to look at providing draft contract advice for decision at the next meeting.

**Voting:-** 6 councillors present. All councillors voted in favour.

### **FG/2024/115 To notify the clerk of matters for inclusion on the agenda of the next meeting**

No items for inclusion raised.

### **FG/2024/116 To confirm the date and time of the next Finance & General Committee will be held on Thursday 19<sup>th</sup> September 2024 at 6:30pm in the Council Chamber of the Gordon Bennett Memorial Hall**

The Chair confirmed that the next committee meeting will be held on Thursday 19<sup>th</sup> September 2024 at 6.30pm in the Council Chamber at the Gordon Bennett Memorial Hall.

**The meeting closed at 19:58pm.**