



# Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

## Minutes of the Finance & General Committee meeting held Thursday 19<sup>th</sup> September 2024

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

**Proper Officer:** Thomas Collingham

**There was one member of the public in attendance**

**The meeting started at 6.30pm**

### **FG/2024/117 To receive and approve reasons for absence.**

Cllr D. Oxley and Cllr C McCartan had shared their reasons for absence and that they would possibly make it to the meeting late. The Committee approved the reasons for absence.

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

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

### **FG/2024/118 To receive declarations of personal and pecuniary interest<sup>i</sup> for members and officers**

No declarations were raised.

### **FG/2024/119 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No written requests for dispensation have been received.

### **FG/2024/120 To grant any requests for dispensation as appropriate**

There are no requests for dispensation to grant.

### **FG/2024/121 To receive and approve the minutes of the meeting held on Thursday 18<sup>th</sup> July 2024**

There were matters raised from the minutes of the last meeting of Finance and General Committee held on Thursday 18<sup>th</sup> July.

**Resolved:-** The Committee approved the minutes of Thursday 18<sup>th</sup> July 2024 as a true record of the meeting, the Chairman preceded to sign the bottom of each page to confirm they are an accurate record.

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



# Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

## **FG/2024/122 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 raised that Items 10C, 10D were advised to be considered at the exclusion of press and public due to the commercial sensitivity. Items 12A and 12B are advised as they may highlight individuals that otherwise wish to remain anonymous and Item 14 due to the discussion of an employee.

**Resolved:-** That Items 10C, 10D, 12A, 12B and 14 will be held with the exclusion of press and public.

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

## **FG/2024/123 Public Participation Session**

There were no items raised during the public participation session.

## **FG/2024/124 To receive a presentation from Rotherham Hospice regarding Community Engagement**

The Committee received a short presentation from Rotherham Hospice on how the parish council can get involved in supporting the charity and linking them with local partners in the parish.

Rotherham Hospice are looking for volunteers to support with their Christmas Tree collection and any support the parish can give. Rotherham Hospice would also like to have a section within the Parish Newsletter that the council are creating and to advertise via social media any upcoming events.

*The Committee noted the presentation, and the Clerk would be in touch further with the Community lead for Rotherham Hospice.*

## **FG/2024/125 To receive any further update on the External Audit for 2023/24**

The Clerk advised the Committee that the External Audit is completed, and that we are aware of one 'except for' matter relating to a previous issue with the recording of Assets of the Parish. The Council is waiting for the report to be finalised, and this should be published before 30<sup>th</sup> September as a statutory requirement.

## **FG/2024/126 To consider appointment of the Internal Audit for 2024/25**

The Clerk has contacted Phil Parkin to conduct the Internal Audit for 2024/25. He gave a good report and was thorough in his work last year. His fees are £925, plus travel expenses of 45p per mile, as necessarily incurred. The fee assumes that the Parish Council's records and accounts are accurate, up to date and reliable. Should any further



---

# Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

---

work be required, due to shortcomings in records or accounts, then additional fees may be chargeable, but only after consultation with the Parish Council.

The Committee are supportive of using Phil Parkin Ltd and would like to recommend to full council to appoint Phil Parkin as Internal Auditor.

**Resolved:-** That the Committee recommend the appointment of Phil Parkin Ltd as the Internal Auditor for 2024/25

**Voting:-** 4 councillors present. 3 councillors voted in favour. 1 councillor abstained.

## **FG/2024/127 To receive and approve the policy review schedule**

The Clerk presented a new Policy Review schedule, that will break down the reviews by year, biannual and termly to support where policies may need to be reviewed in line with statutory requirements and recognise that others may only need to be reviewed less frequently.

The Committee prompted whether HR Policies should be displayed on the website. The Clerk would check with the local association for best practice on transparency.

**Resolved:-** That the Committee adopts the new Policy Review Schedule and that delegated authority be given to the Clerk to write to the Local Council Association for clarity on the transparency of HR Policies being displayed on a council website.

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

## **FG/2024/128 To review policies and consider any updates**

### **FG/2024/129 Social Media**

The Committee agreed with the current policy in place, but suggested that there needed to be a policy and framework for councillors having access to the Parish Council Facebook page – and how that is moderated. It was suggested that any posts that are to be put up by councillors, are pre-approved by the Clerk before they are posted.

**Resolved:-** That the policy is updated to include the access and posting requirements between councillors and the Clerk

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

## **FG/2024/130 Cllr C McCartan and Cllr D Oxley entered the meeting room at 19:09**

### **FG/2024/131 Internal Controls**

The Clerk advised the Committee that due to the recent addition of this policy that it doesn't require any updates. The Committee agreed and resolved to note that the policy had been review but not updated.



---

# Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

---

**Resolved:-** That the Committee have reviewed the policy, but don't suggest any changes to the current policy.

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

## FG/2024/132 Antbullying and Harassment

The Clerk suggested that as part of Civility and Respect, this policy be discontinued in favour of bringing in Dignity at Work policy that will cover antbullying and harassment, and link in with a pledge to be taken by the Council.

The Committee were supportive to taking the pledge and incorporating a new policy.

**Resolved:-** That the Committee recommend that this policy is discontinued when Dignity at Work is approved.

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

## FG/2024/133 Homeworking

The Clerk advised that the policy is for Officers that work from home full/part time. The policy is not relevant to any current employees for the parish council. The Clerk advised that this policy should also be discontinued. The Committee agreed.

**Resolved:-** That the Homeworking policy be discontinued.

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

## FG/2024/134 Loneworking

The Clerk advised that the Lone working policy has been in place since 2022. The policy itself covers a variety of actions to keep Officers safe whilst working for the Council. However, there are several actions within the policy that need to be recommunicated and actioned to ensure the Council is supporting Officers throughout a number of roles.

**Resolved:-** That the Committee recommend the policy be noted as reviewed, but that no changes be made and that delegated authority be given to the Clerk to ensure the policy is being adhered to

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

## FG/2024/135 **CONFIDENTIAL SESSION** – To review the Cemetery Regulations and approve Fee Schedule

The Clerk advised the council that only one amendment had been made to the Cemetery Regulations regarding the number of cremated remains that can be issued to one Cremation Plot. However, all the basis of the regulations is the same.

The Committee queried the process of buying Exclusive Rights of Burial and the cost of the next Interment. The Clerk clarified that you only pay Exclusive Rights of Burial if you



---

# Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

---

are pre-purchasing, if you are buying a plot at the time of the first Interment, the cost of the Exclusive Rights of Burial is included in the price.

The Committee reviewed the pricing and agreed with the set proposal for 2024. This will be recommended to be implemented from 1<sup>st</sup> November 2024.

**Resolved:-** That the Committee recommend the approval for the update of the Cemetery Regulations and the Cemetery Pricing to be implemented from 1<sup>st</sup> November 2024.

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

## FG/2024/136 **CONFIDENTIAL SESSION** - To consider Pitch Hire Regulations and approve Fee Schedule

The Clerk shared draft documents of several contracts for a Season booking for use of the Football pitches, and an ad-hoc or additional booking. The Committee went through each document recommending changes before the document is presented to the Council for sign-off.

The Clerk had done a brief cost analysis, but this wasn't ready to be approved by the Committee and was agreed to be brought to the Council for discussion and consideration.

**Resolved:-** That the Clerk incorporate any recommended changes agreed by the Committee for recommendation to the Council to approve the terms of hire of the Football pitches on parish land and that a cost analysis will be presented at the next council meeting for consideration

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

## FG/2024/137 To discuss any training and development for councillors and employees and consider any further action

The Clerk advised the Committee that three councillors had recently completed the Off to a flying start training course. The Clerk will look for future dates that suit members availability that haven't already completed the course.

The Clerk shared the response from the Local Council Association regarding a training session to be delivered by a member of the council. It was agreed by the Committee that the Council would need to see suitable qualifications and insurance to deliver the training and that further conversations need to be had to ensure that this was correct for the Council.

The Clerk highlighted with the Committee that employee training for new starters is underway within the budgetary spend. However, any further training that would exceed the council's employee training budget would need to be signed off by the Council.



---

## Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

---

### **FG/2024/138 CONFIDENTIAL SESSION - To receive any complaints received by the council and consider any further action**

The Clerk shared a complaint received by the council regarding Thurcroft Cemetery. The Committee considered all points raised in the complaint and will respond in writing to the complaint with the improvements that have been made to the cemetery, and that no further action with the cemetery will be taken at this time.

**Resolved:-** That the Clerk will respond in writing to the complaint on behalf of the council and mark the matter as resolved

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

### **FG/2024/139 CONFIDENTIAL SESSION - To receive complaints received by the council from regular users of the Gordon Bennett Memorial Hall and consider any further action**

The Clerk shared complaints received regarding hall hire rates for regular users that have been classed as a business users.

The Committee took on board the complaints and recommended that the hire rates be reviewed to be fair to business users in the hall.

**Resolved:-** That the Clerk will respond to the complaints with a holding response to acknowledge their concerns, and that the Committee recommend that hall rates be reviewed at the next meeting of the Council

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

### **FG/2024/140 To note the latest report for complaints and compliments for the council and discuss any concerns**

The Committee noted the latest report and highlighted that recent complaints from regular users should also be added to the report. The Clerk agreed that these will be added to the report.

### **FG/2024/141 To receive and note the payment schedule to be considered by next full council on Thursday 26<sup>th</sup> September 2024**

The Clerk presented the payments lists that have been compiled for payments throughout July and August. The payments have been checked by two councillors there was one voucher number issue with a payment that was resolved at the time of checking.

### **FG/2024/142 To receive and note the bank reconciliations for July and August 2024**



---

## Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

---

The Clerk presented the Bank Reconciliations that had been completed by two councillors and that no issues were found. The Committee noted the update.

**FG/2024/143 To receive and note the budget monitoring report up to 30<sup>TH</sup> August 2024 and discuss any budgeting requirements for next year**

The Clerk presented the current budget monitoring report for the council. The Committee noted the report and raised no issues.

**FG/2024/144 To receive any grant applications received by the council and consider any further action**

The Committee have received no grant applications to consider.

**FG/2024/145 To note an update on the grants tracker and consider any further action**

The Clerk shared the updated grants tracker to the Committee. The Committee raised no concerns.

**FG/2024/146 CONFIDENTIAL ITEM - To receive a recommendation from Recreation and Environment for an improved Working Schedule for an employee**

The Clerk shared the concerns raised by the Recreation and Environment Committee and that it would be useful to have a Councillor shadow a member of staff under the authorisation of Council to help promote different working schedules that would benefit the parish.

**Resolved:-** That the Committee approve two councillors to work with an employee to promote an improved working schedule

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

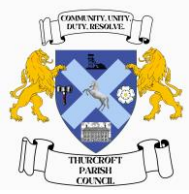
**FG/2024/147 To notify the clerk of matters for inclusion on the agenda of the next meeting**

To consider whether the council would need a Safeguarding Policy.

**FG/2024/148 To confirm the date and time of the next Finance & General Committee will be held on Thursday 24<sup>th</sup> October 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 and brought the meeting to a close.

**The meeting closed at 20:28pm.**



---

# Thurcroft Parish Council

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

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

---