



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 20th February 2025

Present Councillors: B. Clark (Chair), R. Butler, C. McCartan, D. Oxley, C. Walker (5 councillors present).

Apologies: M Wordsworth

Proper Officer: Sarah Wilkinson

There were no members of the public in attendance

The meeting started at 6.30pm

FG/2025/019 To receive and approve reasons for absence.

The Committee noted the apologies received from M. Wordsworth.

FG/2025/020 To receive declarations of personal and pecuniary interestⁱ for members and officers

No declarations were raised.

FG/2025/021 To receive written requests for dispensations for disclosable pecuniary interests (if any)

No written requests for dispensation have been received.

FG/2025/022 To grant any requests for dispensation as appropriate

There are no requests for dispensation to grant.

FG/2025/023 To receive and approve the minutes of the meeting held on Thursday 23rd January 2025

Resolved:- That the Committee approved the minutes of Thursday 21st November 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:- 5 Councillors present. All voted in favour.

FG/2025/024 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.

FG/2025/025 Public Participation Session

No members of the public were in attendance.

Chairperson Initial:

CW



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FG/2025/026 To discuss any training and development for councillors and employees and consider any further action

The Clerk, deputy clerk and admin assistant require cemeteries management training. Clerk to book all 3 on a training course 1st and 2nd of July. Clerk confirmed confirmation of completion of the ILCA and requested to start the FILCA. Deputy Clerk to start the ILCA. The Clerk to chase the 1st aid course training due to be provided by M. Wordsworth.

Resolved: All training requests approved; money is left in this year's budget to pay for training.

FG/2025/027 CONFIDENTIAL SESSION - 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. Noted C McCarten and B Clark are meeting a MOP to discuss the water arrangements in the cemetery 21st February 2025 to prevent a complaint arising.

FG/2025/028 To note the latest report for complaints and compliments for the council and discuss any concerns

No new complaints or compliments to report.

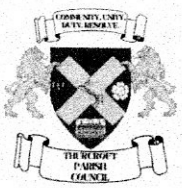
FG/2025/029 To receive and note the payment schedule to be considered by next full council on Thursday 27th February 2025

The Clerk presented the payments schedule. The payments have been checked by Cllr D. Oxley and Cllr C Walker and all payments are correct for payment release on February 28th, 2025. Clerk presented a payments and receipts report for January 2025, which will be adopted for all future meetings.

FG/2025/030 To receive and note the bank reconciliations for January 2025

The Clerk presented the Bank Reconciliations for January 2025. The Clerk and Chair signed the reconciliations. The committee noted the update.

FG/2025/031 To discuss the need to approve ongoing payments such as gas, electric and water bills



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Resolved: All direct debit/card payments for utilities will no longer have to be signed by 2 signatories. The payment and receipt report being implemented will show these payments being made and any queries can be raised at this point. Also, any payments for contracts that have already been approved at full council will no longer need approval. Finance policy to be amended to reflect the update.

Voting: 5 councillors present. All Councillors voted in favour.

FG/2025/032 To receive any grant applications received by the council and consider any further action

The Committee have received no grant applications to consider.

FG/2025/033 To receive notice of the remaining budget for 24-25

The Committee noted the remaining budget for each cost centre for 24-25. This report be run each quarter to provide a more accurate budget forecast.

FG/2025/034 To consider changing Brightpay connect to Brightpay Cloud software

Brightpay Connect is being withdrawn, Brightpay Cloud will replace this. The cost is changing from £4.15 per month to £19.45 plus Vat per month. Clerk to investigate other payroll providers, and have a new provision in place by the new tax year

FG/2025/035 To consider our internet set up in the Gordon Bennett Memorial Hall

Resolved: Clerk to book an appointment with MJRCC Ltd to discuss our internet options for both the hall and the chambers. Clerk to investigate the current contract terms with BT.

FG/2025/036 To receive an update on our IT provision

Resolved: OneDrive has been added to the Clerk's computer, and the old OneDrive has been removed. MJRCC to return to check Clerk's access to the Sharepoint.

FG/2025/037 To consider our caretaker having access to Scribe

Resolved: Clerk has reset the password for Scribe and will coach the caretaker on how use Scribe on his return from holiday.

FG/2025/038 To consider investment opportunities with CCLA from the full council meeting 30/1/25



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Resolved: It was decided that we will invest with CCLA after due diligence has been completed by the council. Clerk to contact an Independent Financial Advisor for further advise.

Voting: 5 councillors present. 4 voted in favour, 1 abstained.

FG/2025/039 CONFIDENTIAL ITEM - To receive an update on recruitment of an Admin Assistant

Resolved: The Clerk confirmed that Susan Kilby had started her role on 17th February and has settled in well.

FG/2025/040 To notify the clerk of matters for inclusion on the agenda of the next meeting

No matters were raised for inclusion on the agenda.

FG/2025/018 To confirm the date and time of the next Finance & General Committee will be held on Thursday 20th March 2025 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.