

Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

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Minutes of the Finance & General Committee meeting held

Thursday 22nd May 2025

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

Apologies: M. Wordsworth

Absent: None

Proper Officer: Sarah Wilkinson

There were no members of the public in attendance

The meeting started at 6.30pm

FG/2025/081 To receive and approve reasons for absence.

The Committee noted and approved the apologies received from M. Wordsworth.

FG/2025/082 To receive declarations of personal and pecuniary interest¹ for members and officers

No declarations were raised.

FG/2025/083 To receive written requests for dispensations for disclosable pecuniary interests (if any)

No written requests for dispensation have been received.

FG/2025/084 To grant any requests for dispensation as appropriate

There are no requests for dispensation to grant.

FG/2025/085 To receive and approve the minutes of the meeting held on Thursday 17th April 2025

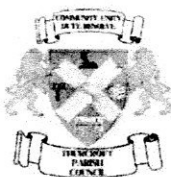
Resolved:- That the Committee approved the minutes of Thursday 17th April 2025 as a true record of the meeting, the Chairman preceded to sign the bottom of each page to confirm they are an accurate record.

Voting:- 5 Councillors present, all voted in favour

FG/2025/086 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))

Chairperson Initial:

C Walker



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FG/2025/098 To review any policies carried over from the Annual Parish meeting 15/5/25.

Resolved: Cllr R Butler to amalgamate the current media policy and social media policy into one policy. Clerk has sent both our current policies, and the YLCA recommended policies over. All remaining policies were completed at the annual meeting.

FG/2025/099 To approve a contract for the relief caretaker

Resolved: Our internal audit recommended a contract for the relief caretaker. Clerk to have a meeting with the relief caretaker to discuss the contract and working hours. Contract to be finalised after the next pay review has taken place. Clerk to check with ACAS regarding holiday accrual for relief workers.

FG/2025/100 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.



FG/2025/101 To note the latest report for complaints and compliments for the council and discuss any concerns

One new compliment has been received regarding the cemetery from Margaret Bartholomew:

Hi Cath, went to mum and dad's ashes plot Thursday and it was better than I've ever seen it! Thank you so much if it's what you've done! ❤️. You really are an amazing team xx

Clerk to note the compliment in the compliments file.

FG/2025/102 To notify the clerk of matters for inclusion on the agenda of the next meeting

Rates of pay for staff to be looked at in the next few months.

FG/2025/103 To confirm the date and time of the next Finance & General Committee will be held on Thursday 19th June 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 19:47pm.

Internal Controls

Policy Document – Version 1.0

Thurcroft Parish Council

Adopted on 26/09/2024
Minute Reference 9799fb

Review Date: 26/09/2025
(Annual)



Thurcroft Parish Council

INTERNAL CONTROL POLICY & CHECKLIST

The Clerk ensures that the Council's procedures, control systems and policies are maintained.

The duties of the Responsible Financial Officer are laid down in a job description which is reviewed each year.

The Responsible Financial Officer submits all the requested information to the External Auditor by the required date.

The Responsible Financial Officer arranges for the public notices to be displayed.

The Responsible Financial Officer will retain all relevant documents related to the financial year for 7 years which include (Annual Return, VAT Returns, PAYE/NI information, Public Notices, Fixed Asset Register, Risk Assessments, Accounts, and relevant supporting information).

INTERNAL AUDITOR

The Council appoints an Independent Internal Auditor who will report to the Council on areas including adequacy of its Records, Procedures, Systems, Internal Control, Regulations, Risk Management and Reviews.

The effectiveness of the internal audit is reviewed every three years, and the Council agrees to the appointment of the Internal Auditor.

The Internal Auditor inspects the accounts during the current financial year and at the year-end prior to the completion of the Annual Return Statement to the External Auditor.

The Internal Auditor will write a separate report to the Council detailing any findings they might have. This report is also copied to all Councillors and discussed by Full Council as an agenda item.

Recommendations from the report are recorded in the Council minutes.

EXTERNAL AUDIT

The Councils' External Auditors, submit an External Auditors Report which is presented to the Council. Any matters raised on the Annual Return Statement are discussed by the Council with any necessary actions duly recorded.



Thurcroft Parish Council

INTERNAL CONTROL POLICY & CHECKLIST

| Thurcroft Parish Council INTERNAL CONTROL CHECKLIST | INIT | INIT |
|--|--------|------|
| CHECKS | | |
| Accounting records, ie cash book: | | |
| Is the cash book being kept up to date? | B.T.C. | C.W. |
| Cross reference it with minutes/bank statements/cheque books | | |
| Payments: | | |
| Have they all been properly authorised? | B.T.C. | C.W. |
| Are all payments listed in the minutes? | | |
| Do payments made correspond with the invoiced amounts? | | |
| Check legitimacy of Direct Debits and Standing Orders | | |
| Cheques: | | |
| Are they properly and fully completed before being signed? | N/A. | N/A |
| Are cheque counterfoils always initialled by the signatories? | | |
| Paid cheques correspond with bank statements? – also check outstanding payments | | |
| Receipts: | | |
| Is income due to the council being collected promptly and in full? | B.T.C. | C.W. |
| Are receipts being given? | | |
| Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations? | | |
| Allotment rents: | | |
| Rent letter sent out and rents received in a timely matter? | N/A | N/A |
| Tenancy agreements issued? | | |
| Cemetery fees and charges: | | |
| Correctly calculated and collected? | B.T.C. | C.W. |
| Surplus balances: | | |
| Are surplus deposits placed in a suitable interest-earning bank account? | B.T.C. | C.W. |
| Bank reconciliation: | | |
| Is the council provided with this information regularly? (monthly) | B.T.C. | C.W. |



Thurcroft Parish Council

INTERNAL CONTROL POLICY & CHECKLIST

| | | |
|--|-----------|-----|
| The monthly reconciliation is checked against bank statements? | B.T.C | C.W |
| VAT paid: | | |
| Is it properly recorded in the cash book? | B.T.C | C.W |
| Claim for refund of VAT made and paid to the council? | | |
| Claim properly submitted in a timely manner? | | |
| Ordering of stationary and supplies: | | |
| Commensurate with the usage requirements of the council? | B.T.C | C.W |
| Internet banking: | | |
| Checks implemented by the council being adhered to? | B.T.C | C.W |
| Petty Cash: | | |
| Properly controlled and recorded | N/A | N/A |
| Tax and NI liabilities: | | |
| HMRC liabilities met? P32s checked on the council's HMRC Gateway? | B.T.C | C.W |
| Real Time Information reporting done on time? (so as not to incur financial penalties for the council). | | |
| Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon? | B.T.C | C.W |
| External auditor's report – presented to full council and directives acted upon? | B.T.C | C.W |
| Names of persons carrying out the check: | | |
| B.T. CLARK | C. WALKER | |
| Signatures: | | |
| | | |
| Date check undertaken: 22/5/25 | | |