



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

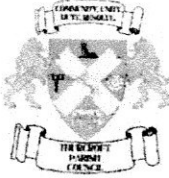
Resolved:- That the Committee approved the minutes of Thursday 17th April 2025 as a true record of the meeting, the Chairman preceded to sign the bottom of each page to confirm they are an accurate record.

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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No items were identified for exclusion of the press and public.

FG/2025/087 Public Participation Session

No members of the public were in attendance.

FG/2025/088 To discuss any training and development for councillors and employees and consider any further action

1st aid training has been booked for Thursday 17th July. Clerk is compiling a list of delegates from staff and councillors and will ask the user groups if anyone would like to join. Clerk has advised that every councillor needs to do the code of conduct training, and the optional flying start training is available. Clerk to book the code of conduct training after the full council meeting 29/5/25

Resolved: Clerk to compile a list of delegates for 1st aid training and book the code of conduct and flying start training after 29/5/25.

FG/2025/089 To receive and note the payment and receipts report for April 2025

The Clerk presented the payments and receipts report for April 2025 for all councillors to check. Report was noted.

FG/2025/090 To receive and note the bank reconciliations for April 2025

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

FG/2025/091 To receive and consider the councils reserves for the ensuing year

The Clerk presented the current reserves which have not been updated since 2023 and have items that have already been paid outstanding. It was recommended in the audit that we update our reserves before we transfer to the new CCLA account. Reserves are now as follows:

Resolved: £892.45 in the imprest account containing the CIL monies.

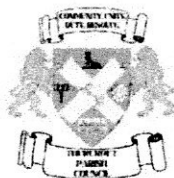
£750k in the CCLA for earmarked funds for: £7k employee sickness, £10k election costs, £15k legal reserves, £10k hazardous waste, £150k Green Arbour Park, £400k Gordon Bennett remodel, £150k Thurcroft Cemetery extension, £5k unexpected HR issues, £3k contingency,

£79,840 to be left in the Co-op savings account as general reserves. Clerk to action on scribe and at account level.

Voting: 5 councillors present. All voted in favour

Chairperson Initial:

C. Walker



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FG/2025/092 To note the latest VAT return relating to the last financial quarter of 2024-2025.

The VAT return was noted by the council.

FG/2025/093 To receive any grant applications received by the council and consider any further action

No grant applications received.

FG/2025/094 To receive an update regarding the investment account with the CCLA

Resolved: Clerk confirmed that the account is now open. Co-op have confirmed that a maximum of £30k can be transferred in one day but have advised a CHAPS payment would be better to transfer a large amount of money over. This would have to be done in a branch, has a £25 fee, and the nearest ones are Doncaster and Sheffield. Clerk and chair to go to branch shortly to transfer the money by CHAPS. It was agreed that clerk would initiate a payment from the Co-op to CCLA, and forward date it – say initiate on Monday and date the payment on Thursday to allow enough time for the payment to be authorised by a councillor. The paperwork for the deposit with the CCLA can then be processed on the Thursday.

FG/2025/095 To receive an update on the 24-25 AGAR

Resolved: Clerk has completed the AGAR, and it is to be signed off by full council at the next meeting 29/5/25.

FG/2025/096 To receive an update and approve the completed 24/25 internal audit.

Resolved: Audit has been noted and approved. There are 3 items that need completing asap from the internal audit. Clerk has already completed the increase in fidelity on our insurance from £250k to £1 million. Our internal controls document needs to be completed (which is the next agenda item), and the relief caretaker needs a contract which is again on the agenda. Clerk to put all issues raised from the internal audit on the breeches log and confirm when all have been completed.

FG/2025/097 To review the effectiveness of our statement on internal controls.

Resolved: Our statement of internal controls has been reviewed, and chair and vice chair signed the document. See attached appendix 1. This was outstanding from the internal audit. Clerk to make sure that the internal controls are reviewed again before the end of 25/26



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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.

Chairperson Initial:

CWdtker

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?		
Cross reference it with minutes/bank statements/cheque books	B.T.C.	C.W.
Payments:		
Have they all been properly authorised?		
Are all payments listed in the minutes?		
Do payments made correspond with the invoiced amounts?		
Check legitimacy of Direct Debits and Standing Orders	B.T.C.	C.W.
Cheques:		
Are they properly and fully completed before being signed?		
Are cheque counterfoils always initialled by the signatories?	N/A.	N/A
Paid cheques correspond with bank statements? – also check outstanding payments		
Receipts:		
Is income due to the council being collected promptly and in full?		
Are receipts being given?		
Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	B.T.C.	C.W.
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	CW
VAT paid:		
Is it properly recorded in the cash book?	B.T.C	CW
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	CW
Internet banking:		
Checks implemented by the council being adhered to?	B.T.C	CW
Petty Cash:		
Properly controlled and recorded	NA	NA
Tax and NI liabilities:		
HMRC liabilities met? P32s checked on the council's HMRC Gateway?	B.T.C	CW
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	CW
External auditor's report – presented to full council and directives acted upon?	B.T.C	CW
Names of persons carrying out the check:		
B.T. CLARK C. WALKER		
Signatures: 		
Date check undertaken: 22/5/25		