



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Minutes of the Finance & General meeting held Thursday 22nd January 2026

Present Councillors: C. Walker (Chair), R. Butler, D. Oxley (3 councillors present).

Apologies: M. Wordsworth, B. Clark

Absent: None

Proper Officer: Sarah Wilkinson

There were no members of the public in attendance

The meeting started at 6.30pm

FG/2026/001 To receive and note reasons for absence.

Reasons received and noted for M. Wordsworth and B. Clark.

FG/2026/002 To receive declarations of personal and pecuniary interest¹ for members and officers

None declared

FG/2026/003 To receive written requests for dispensations for disclosable pecuniary interests (if any)

No written requests for dispensation have been received.

FG/2026/004 To grant any requests for dispensation as appropriate

There are no requests for dispensation to grant.

FG/2026/005 To receive and approve the minutes of the meeting held on Thursday 20th November 2025

Resolved:- That the Committee approved the minutes of Thursday 20th November 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:- 3 Councillors present, all voted in favour.

Chairperson Initial



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FG/2026/006 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))

Agenda items FG/2026/014 and FG/2026/015 are confidential.

FG/2026/007 Public Participation Session

No members of the public were in attendance.

TRAINING

FG/2026/008 To discuss any training and development for councillors and employees and consider any further action

Resolved: Clerk has registered to start the CILCA qualification in January 2026.

Councillors to receive Data Protection Act/GDPR training as per assertion 10 when policy approved.

FINANCE

FG/2026/009 To receive and note the payment and receipts report for November and December 2025

The Clerk presented the payments and receipts report for November and December 2025 for all councillors to check. Report was noted. Clerk has clarified that the £30 sweep fee transaction with the Co-op bank has now been cancelled, and the payment for October has been refunded.

FG/2026/010 To receive and note the bank reconciliations for November and December 2025

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

FG/2026/011 To receive any grant applications received by the council and consider any further action

No grant applications were received.

FG/2026/012 To receive an update regarding the investment account with the CCLA

Resolved: Clerk confirmed that £2484.56 in interest had been received for November and £2527.30 for December 2025 on our CCLA investment.

Chairperson Initial:



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FG/2026/013 To agree the proposed budget for 26/27

Resolved: Budget recommendations from the budget meeting 16.12.25 where each cost code was discussed and agreed, approved by finance. Budget to be recommended to full council for approval 29.1.26.

Voting:- 3 Councillors present, all voted in favour.

FG/2026/014 To receive and recommend to full council the precept for the next financial year.

Resolved: Clerk presented the budget and precept increase needed to match the budget requirements. An increase of 5% which is 4.67% after tax base was recommended, which is equivalent to £4.65 on a band D property. This gives a precept of £223,735, with an extra £26735 to be taken from reserves.

Voting:- 3 Councillors present, all voted in favour

FG/2026/015 To review the remaining budget of 25/26

Resolved: Clerk produced a comprehensive breakdown of budget remaining by cost code, and an explanation of variances. 20% of budget remains for just over 2 months as many yearly costs debit in April meaning monthly budget amounts are not uniform throughout the year.

FG/2026/016 To receive an update on Assertion 10

Resolved: Assertion 10 is made from 5 factors:

.Gov.UK email address

Council already complies with this requirement.

Website complies with WCAG 2.2 AA Standards

Vision our website hosts are to carry out a full website check for compliance at the end of January 2026.

IT Policy

Cllr Butler has put together a comprehensive IT policy from NALC's model policy. Finance committee voted to adopt this policy, which will be discussed at full council meeting 29.1.26

Voting:- 3 Councillors present, all voted in favour



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Data Protection Policy

Clerk has put together a comprehensive Data Protection/GDPR policy. We already have a Freedom of information policy. Finance committee voted to adopt this policy, which will be discussed at full council meeting 29.1.12

Voting:- 3 Councillors present, all voted in favour

Training

All staff to be trained on Data Protection/GDPR responsibilities once the policy has been approved.

POLICY

FG/2026/017 To review and update the current CCTV Policy

Resolved: Proposed policy amendments accepted.

Voting:- 3 Councillors present, all voted in favour

FG/2026/018 To review and update the current Internal Controls policy

Resolved: proposed policy amendments accepted.

Internal Controls checklist carried out by Cllr Walker and Cllr Butler.

Voting:- 3 Councillors present, all voted in favour

COMPLAINTS

FG/2026/019 **CONFIDENTIAL SESSION** - To receive any complaints received by the council and consider any further action

One complaint has been received regarding the bar; complaint has been forwarded to the bar manager for a direct response. Complaint has been logged by the council.

FG/2026/020 To note the latest report for complaints and compliments for the council and discuss any concerns

No new compliments received. One complaint noted.

FG/2026/021 To notify the clerk of matters for inclusion on the agenda of the next meeting

Nothing to note.

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FG/2026/022 To confirm the date and time of the next Finance & General Committee will be held on Thursday 19th February 2026 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 20:14pm.

Committee Meeting Dates

Thursday 19th February 2026

Thursday 19th March 2026

Thursday 23rd April 2026

Chairperson Initial:



Thurcroft Parish Council

INTERNAL CONTROL POLICY & CHECKLIST

Thurcroft Parish Council	INIT	INIT
INTERNAL CONTROL CHECKLIST		
CHECKS		
Accounting records, ie cash book:		
Is the cash book being kept up to date?	CW	RB
Cross reference it with minutes/bank statements/cheque books	CW	RB
Payments:		
Have they all been properly authorised?	CW	RB
Are all payments listed in the minutes?	CW	RB
Do payments made correspond with the invoiced amounts?		RB
Check legitimacy of Direct Debits and Standing Orders	CW	RB
Cheques:		
Are they properly and fully completed before being signed?	NA	N/A
Are cheque counterfoils always initialled by the signatories?	NA	N/A
Paid cheques correspond with bank statements? – also check outstanding payments	NA CW	RB RB
Receipts:		
Is income due to the council being collected promptly and in full?	CW	RB
Are receipts being given?	CW	RB
Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	CW	RB
Allotment rents:		
Rent letter sent out and rents received in a timely matter?	NA	N/A
Tenancy agreements issued?	NA	N/A
Cemetery fees and charges:		
Correctly calculated and collected?	CW	RB
Surplus balances:		
Are surplus deposits placed in a suitable interest-earning bank account?	CW	RB
Bank reconciliation:		
Is the council provided with this information regularly? (monthly)	CW	RB



Thurcroft Parish Council

INTERNAL CONTROL POLICY & CHECKLIST

REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting regular reviews of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by Full Council, The Clerk to the Council or the Responsible Financial Officer, Internal Auditor and the Councils' External Auditor.



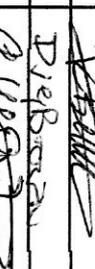
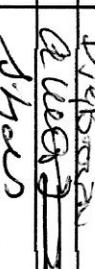
Thurcroft Parish Council

INTERNAL CONTROL POLICY & CHECKLIST

The monthly reconciliation is checked against bank statements?	CW	RB
VAT paid:		
Is it properly recorded in the cash book?	CW	RB
Claim for refund of VAT made and paid to the council?	CW	RB
Claim properly submitted in a timely manner?	CW	RB
Ordering of stationary and supplies:		
Commensurate with the usage requirements of the council?	CW	RB
Internet banking:		
Checks implemented by the council being adhered to?	CW	RB
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?	CW	RB
Real Time Information reporting done on time? (so as not to incur financial penalties for the council).	CW	RB
Independent Internal audit reports - presented to full council (or committee as directed) and recommendations acted upon?	CW	RB
External auditor's report - presented to full council and directives acted upon?	CW	RB
Names of persons carrying out the check: C WALKER R BUTLER		
Signatures:		
Date check undertaken: 22/1/26		

Data Protection & GDPR training

I understand my responsibilities under the new Data Protection and GDPR policy

Councillors	signature	Date
B. Clark		29/1/26
C. Walker		19/2/26
D. Oxley		24/1/26
T. Murphy		29/01/26
M. Wordsworth		29.01.26
R. Butler		29.01.26
D. Brown		29.01.26
A. Winsborough		29/01/26
S. Hydes		29.01.26
R. Ridler		29 01 26

Staff	signature	Date
S. Wilkinson		29.1.26
A. Stockham		29.1.26.
S. Kilby		4/2/26
R. Hall		4-2-26

