



## Minutes of the Finance & General meeting held Thursday 19<sup>th</sup> February 2026

**Present Councillors:** B. Clark (Chair), C. Walker, R. Butler, D. Oxley (4 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/2026/023 To receive and note reasons for absence.**

Reasons received and noted for M. Wordsworth.

**FG/2026/024 To receive declarations of personal and pecuniary interest<sup>i</sup> for members and officers**

None declared

**FG/2026/025 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No written requests for dispensation have been received.

**FG/2026/026 To grant any requests for dispensation as appropriate**

There are no requests for dispensation to grant.

**FG/2026/027 To receive and approve the minutes of the meeting held on Thursday 20<sup>th</sup> November 2025**

**Resolved:-** That the Committee approved the minutes of Thursday 22<sup>nd</sup> January 2026 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, 3 voted in favour, 1 abstained.

Chairperson Initial:



## Thurcroft Parish Council

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

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**FG/2026/028 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/2026/039 and confidential.

### **FG/2026/029 Public Participation Session**

No members of the public were in attendance.

### **TRAINING**

**FG/2026/030 To discuss any training and development for councillors and employees and consider any further action**

**Resolved:** Clerk has started the CILCA qualification. Deputy clerk and admin to undertake the ILCA qualification in April 2026 when the budget becomes available. Councillors have now all received the Data Protection Act/GDPR training as per assertion 10.

**FG/2026/031 To discuss hours and time for the clerk to complete the CILCA qualification**

**Resolved:** The CILCA qualification requires 200 hours of study as 12x 2hour online meetings, half on a Friday which is a non-working day, or on Thursday morning before a meeting in the evening. Clerk to work an average of 5 hours extra per week to complete the qualification. Council to pay clerk 5 hours overtime per week, starting from February, until July and assess again in July's finance meeting. Deputy clerk to be trained to cover meetings, completing agendas and taking minutes to ease the workload of the clerk during this time. Deputy clerk's progress to be assessed in July's meeting also.

**Voting:-** 4 Councillors present, all voted in favour.

### **FINANCE**

**FG/2026/032 To receive and note the payment and receipts report for January 2026**

The Clerk presented the payments and receipts report for January 2026 for all councillors to check. Report was noted.

**FG/2026/033 To receive and note the bank reconciliations for January 2026**

The Clerk presented the Bank Reconciliations for January 2026. The Clerk and Chair signed the reconciliations. The committee noted the update.

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### **FG/2026/034 To receive any grant applications received by the council and consider any further action**

No grant applications were received.

### **FG/2026/035 To receive an update regarding the investment account with the CCLA**

**Resolved:** Clerk confirmed that £2465.91 in interest had been received for January 2026 on our CCLA investment.

### **FG/2026/036 To review the remaining budget of 25/26**

**Resolved:** 84% of budget used. No issues or concerns with remaining budget.

### **FG/2026/037 To receive an update on Assertion 10**

**Resolved:** As at 19.2.26

#### **.Gov.UK email address**

Council already complies with this requirement.

#### **Website complies with WCAG 2.2 AA Standards**

Clerk chased Vision ICT who should have carried out this check in January.

#### **IT Policy**

Policy adopted on 29.1.26

#### **Data Protection Policy**

Policy adopted on 29.1.26

#### **Training**

All staff and councillors have been trained on Data Protection/GDPR responsibilities

#### **Data Map**

Clerk to complete a data map of data held by the council.

### **FG/2026/038 To discuss financing the fireworks**

The Council considered two options regarding the donation of funds for the forthcoming fireworks event, specifically in relation to the recovery of VAT. Members

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noted that the community group is unable to reclaim VAT, whereas the Council is eligible to do so.

### **Option 1:**

The Council would make the donation directly to the community group and forfeit the VAT amount of £1,670. This sum would be met from the Events Budget.

### **Option 2:**

The Council would take full financial responsibility for the payment to the firework company, including the associated risk should the company cease trading. Under this option, the Council would reclaim the VAT in full.

**Resolved:-** Finance opted for option 2, as we cannot justify spending another £1670 that could be claimed back. Clerk to create an agreement with the community group regarding the payment, and to confirm the responsibilities for all parties on the day, including the hub.

**Voting:-** 4 Councillors present, 3 voted in favour, 1 abstained.

### **FG/2026/039 To discuss outstanding payments from Gordon Bennett user groups**

**Resolved:** One user group currently owes £67.50 invoice 421 due 17/11 and £45 from invoice 481 due 7/2/26. Previous outstanding amounts of £45 and £90 have been paid recently. Proposed that user has until Friday 13<sup>th</sup> March to clear all debt otherwise they will lose access to the hall.

**Voting:-** 4 Councillors present, all voted in favour

## **POLICY**

### **FG/2026/040 To adopt the recommended biodiversity Policy**

**Resolved:** Proposed policy accepted.

**Voting:-** 4 Councillors present, all voted in favour

## **GENERAL**

### **FG/2026/041 To discuss the recent health & safety check and consider any further action**

**Resolved:** Health and safety check has identified 28 items that need attention. Nothing needs actioning urgently. Recommended that a member of staff and a councillor with health and safety knowledge work through the document and report back to full council. Clerk has asked Kenmac who carried out the inspection the cost of them completing all 28 tasks for us.

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HR

### FG/2026/042 To clarify the working patterns of the clerk and admin team

**Resolved:** The council chambers are currently manned on Wednesday and Thursday by the clerk, deputy and admin. Clerk works Monday and Tuesday at home. Clerk used to work at the office on a Monday with admin, but working 2 full days rather than 3 short days was better for admin. Clerk is not a customer facing role, and clerk should not be working alone, due to a known MOP. Clerk also mentioned that the poor lighting in the office is affecting her health, especially her sight. A sign is recommended for the council chambers with clerk's email address, telephone number and working hours, along with times the GB office is manned, along with visitors by appointment only. Clerks' availability to be promoted on our website and Facebook page. Working hours to be reviewed in June/July 2026.

**Voting:-** 4 Councillors present, all voted in favour.

## COMPLAINTS

### FG/2026/043 **CONFIDENTIAL SESSION** - To receive any complaints received by the council and consider any further action

Clerk and chair attended a meeting with complainant and bar operator. Better communication was the outcome from the complaint, with a meeting arranged for 24<sup>th</sup> September to discuss expectations for this year. Complaint has been closed by the council.

### FG/2026/044 To note the latest report for complaints and compliments for the council and discuss any concerns

No new compliments or complaints received.

### FG/2026/045 To notify the clerk of matters for inclusion on the agenda of the next meeting

Nothing to note.

### FG/2026/046 To confirm the date and time of the next Finance & General Committee will be held on Thursday 19<sup>th</sup> March 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.

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**The meeting closed at 19:53pm**

## Committee Meeting Dates

Thursday 19<sup>th</sup> March 2026

Thursday 23<sup>rd</sup> April 2026

Chairperson Initial: