



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

**Present Councillors:** B. Clark (Chair), C. Walker, R. Butler, (3 councillors present).

**Apologies:** M. Wordsworth

**Absent:** D. Oxley

**Proper Officer:** Sarah Wilkinson

**There were no members of the public in attendance**

**The meeting started at 6.30pm**

**FG/2026/047 To receive and note reasons for absence.**

Reasons received and noted for M. Wordsworth.

**FG/2026/048 To receive declarations of personal and pecuniary interest<sup>1</sup> for members and officers**

None declared

**FG/2026/049 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No written requests for dispensation have been received.

**FG/2026/050 To grant any requests for dispensation as appropriate**

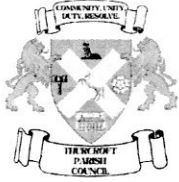
There are no requests for dispensation to grant.

**FG/2026/051 To receive and approve the minutes of the meeting held on Thursday 19<sup>th</sup> February 2026**

**Resolved:-** That the Committee approved the minutes of Thursday 19<sup>th</sup> February 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:-** 3 Councillors present, all voted in favour.

Chairperson Initial:



# Thurcroft Parish Council

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

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**FG/2026/052 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/2026/64-66 confidential

**FG/2026/053 Public Participation Session**

No members of the public were in attendance.

## TRAINING

**FG/2026/054 To discuss any training and development for councillors and employees and consider any further action**

**Resolved:** No new training requirements. Clerk has started the CILCA qualification.

## FINANCE

**FG/2026/055 To receive and note the payment and receipts report for February 2026**

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

**FG/2026/056 To receive and note the bank reconciliations for February 2026**

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

**FG/2026/057 To receive any grant applications received by the council and consider any further action**

No grant applications were received.

**FG/2026/058 To receive an update regarding the investment account with the CCLA**

**Resolved:** Clerk confirmed that £2214.25 in interest had been received for February 2026 on our CCLA investment.

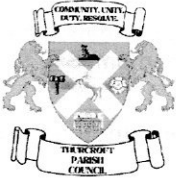
**FG/2026/059 To review the remaining budget of 25/26**

**Resolved:** 89.1% of budget used. No issues or concerns with remaining budget.

**FG/2026/060 To receive an update on Assertion 10**

**Resolved:** As at 19.3.26

Chairperson Initial:



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

Council already complies with this requirement.

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

Vision ICT confirmed that our website is fully compliant with the required standards

### **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**

Data Map (Information Asset Register IAR and Record of Processing Activities (ROPA) policy) policy documented as FG/2026/62

### **FG/2026/061 To discuss outstanding payments from Gordon Bennett user groups**

**Resolved:** User group has paid in full and is up to date with payments.

## **POLICY**

### **FG/2026/062 To adopt the Information Asset Register (IAR) and Record of Processing Activities (ROPA) Policy (data map)**

**Resolved:** Proposed policy accepted.

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

## **GENERAL**

### **FG/2026/063 To discuss the Gordon Bennett Christmas Closure for 2026**

**Resolved:** Gordon Bennett to be closed from Thursday 24<sup>th</sup> December 2026 and reopen on Monday 4<sup>th</sup> January 2027.

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

Chairperson Initial:



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**Resolved:** Office staff can use holiday entitlement on Monday 21<sup>st</sup> to Wednesday 23<sup>rd</sup> December if they wish (clerk did last year (2025)), as council do not require the office to be open w/c 21<sup>st</sup> December.

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

HR

### FG/2026/064 To determine the pay scale for each council job role

**Resolved:** Pay scales agreed as follows:

**Admin** – pay scale 5-10 – currently on SCP 2

**Lengthsman** – pay scale 2-5, currently on SCP 3

**Cleaner** – pay scale 2-5, currently on SCP 3

**Relief Caretaker** – pay scale 2-5, currently on SCP 3

**Caretaker** – pay scale 5-10, currently on SCP 9

**Deputy Clerk** – pay scale 5-14, from 15 onwards if CILCA qualified. Currently on SCP 8

**Clerk** – pay scale 24-32 due to size of council. Currently on SCP 27

Recommendations: Admin to be increased from SCP2 to SCP5 from 1/4/26

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

### FG/2026/065 To conduct a pay scale review for each council employee

**Resolved:** Clerk, deputy clerk and administrator receive a SCP increase on the anniversary of their start date (December, September and February respectively).

Caretaker, deputy caretaker, cleaner and lengthsman had a review and subsequent SCP increase in August 2025. No increase due in 2026, to be revisited in March 2027

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

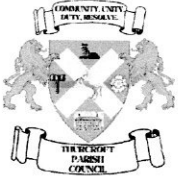
### FG/2026/066 To discuss the new cemetery warden job details in full

**Resolved:** Pay scale to be 2-5, starting point SCP3. Start date to be Tuesday 7<sup>th</sup> April after the Easter weekend. Position to have 5 weeks holiday plus 10 days bank holiday for 2026-2027 as easter is early in 2027. Cemetery warden role to be included in the Christmas closure, and the cemetery to remain open throughout the Christmas period. Recommended that we do not need a relief caretaker just yet, and holidays could be covered by Royce as an existing key holder, a member of office staff or a councillor.

Cemetery open hours will be:

From Good Friday to 1<sup>st</sup> November 8am to 8pm

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From 1<sup>st</sup> November (when BST ends) to Good Friday 9am to 4pm

The cemetery will remain open from 24<sup>th</sup> December to Monday 4<sup>th</sup> January, Easter weekend (Good Friday to Easter Monday), Mother's Day weekend and Father's Day Weekend.

### COMPLAINTS

**FG/2026/067 CONFIDENTIAL SESSION - To receive any complaints received by the council and consider any further action**

No new complaints received.

**FG/2026/068 To note the latest report for complaints and compliments for the council and discuss any concerns**

Report noted. Two new compliments received:

"Just visited the cemetery as I am in the area today. What a fantastic job the volunteers have made to the upkeep of the cemetery. Tommy Murphy and the others who's names I don't know THANK YOU THANK YOU SO MUCH"

Just want to say a massive thank you to the gentleman picking litter up in our village ,he's just been on Zamor crescent ,I did go out and thank him personally ,what a lovely polite gentleman he is



**FG/2026/069 To notify the clerk of matters for inclusion on the agenda of the next meeting**

Nothing to note.

**FG/2026/070 To confirm the date and time of the next Finance & General Committee will be held on Thursday 23<sup>rd</sup> April 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 19:47pm**

**Committee Meeting Date**

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

Chairperson Initial;

