



**Town Council Meeting**  
**14<sup>th</sup> June 2022**  
**Coulman Pavilion, Thorne.**

## MINUTES

**Present:** Councillors, S Durant Deputy Town Mayor (Chair). K Fox, M Phillips, R Porter, R Powell, S Sweeting

### 20 APOLOGIES FOR ABSENCE

**RESOLVED:** That apologies for absence be received from Councillors C Ellis, Town Mayor, G Ap Harri, C Blackham, J Blackham, A Cuttall, N Etherington, M Houlbrook, J Phillips. and M Williams.

### 21 DECLARATION OF INTERESTS AND DISPENSATION.

**RESOLVED:** Councillor S Durant, Deputy Town Mayor, declared an interest in the Planning matters as she is on the Planning Committee at Doncaster Metropolitan Borough Council.

### 22 MINUTES OF PREVIOUS MEETINGS

**RESOLVED:** That the minutes of the following meetings be received and approved: -

Annual Council Meeting                      10<sup>th</sup> May 2022

### 23 MATTERS RAISED BY MEMBERS OF THE PUBLIC.

Questions raised by members of the public present related to the following: -

**Annual inspection of Accounts** (covered by Agenda Item 6 – External Audit – Annual Governance and Accountability Return (AGAR))

**Petition – Northern – Resumption of Full Train Services from Thorne Station.** (covered by Agenda item 9)

### 24 FINANCIAL REPORT – CHANGES TO BANK MANDATE – TSB – FIXED FEE CURRENT ACCOUNT & ONLINE BUSINESS BANKING.

Further to Minutes 18 & 19(10<sup>th</sup> May 2022) the Locum Town Clerk reported on issues relating to the TSB Bank delay in validating the revised bank mandate.

The Locum Town Clerk further reported that: -

- currently the TSB had not yet arranged for the new signatories to the account to become operational creating delays in the ability to have access to funds, pay invoices and operate the online banking system.

- that to pay staff salaries due on 15<sup>th</sup> June 2022 and make any emergency payments a temporary online account had been opened with the Halifax Bank
- a formal complaint had been made to TSB Bank setting out the major operational problems created by its current procedures which had total disregard to the operational and management problems which such procedures had caused the council.
- the town council should ensure that a Business Continuity Plan is put in place to cover changes in mandates to guard against similar problems arising in the future.
- Having regard to the lack of online banking data the usual form of financial report could not be produced and a revised format is currently under consideration.

**RESOLVED:** That the report of the Locum Town Clerk be received, noted and further developments awaited.

## **25 INTERNAL AUDIT REPORT 2021-2022**

The Locum Town Clerk reported on the Internal Audit Report for 2021-2022 prepared and submitted by Phil Parkin CPFA a copy of which had been forwarded to each town councillor

The Locum Town Clerk further reported that there were certain areas, identified by the report, where significant improvement could be made.

### **RESOLVED:**

- 1. That the report of the Locum Town Clerk be received, and noted
- 2. The the Internal Audit Report for 2021-2022 be received
- 3. That the report be referred to the Responsible Financial Officer for detailed consideration
- 4. That the RFO be requested to report in due course on the areas requiring significant improvement for 2022-2023

## **26 EXTERNAL AUDIT – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021-22**

In accordance with current financial regulations the town council was required to receive, consider and approve the AGAR 2021-2022 prior to submission to the external auditor by 30<sup>th</sup> June 2022.

The detailed return had been circulated with the agenda and the Locum Town Clerk outlined what the return covered and how the information had been collated, as follows: -

- 1. **Annual internal Audit Report** – based on the Internal Audit report 2021-22 (Minute 24 above). Areas of concern: -
  - Item C – Risk Assessment (financial)
  - Item D – Budget monitoring.
  - Item M – Failure to display the notice for electors right to inspect on the council's website.
- 2. **Section 1 - Annual Governance Statement** - certifying the eight areas of effective governance Areas of concern: -
  - 2 System of Internal Control
  - 5 Risk Assessment (financial)
  - 7 Acting on matters raised by the Internal Auditor

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3. **Accounting Statement** – the information recorded is a summary of the Unaudited Final Accounts 2021-22 which were considered and approved under Minute 16(10<sup>th</sup> May 2022).

4. **External Auditors Report & Certificate 2021/22** which will be submitted to the town council on completion of the audit.

5. **Notice of Public Rights and Publication of Unaudited AGAR** – copy displayed on town council notice board and council website giving electors the rights to inspect the account during the period 20<sup>th</sup> June – 29<sup>th</sup> July 2022 by pre-arranged appointment with the Locum Town Clerk

**RESOLVED:** That the completed AGAR 2021/2022 be received, approved submitted to external auditor by the due date.

1. That the report of the Locum Town Clerk be received, and noted

2. The Internal Audit Report for 2021-2022 be received

3. That the report be referred to the Responsible Financial Officer for detailed consideration

4. That the RFO be requested to report in due course on the areas requiring significant improvement for 2022-2023

## **27 PLANNING APPLICATIONS**

The Locum Town Clerk reported that a file relating to all notices of planning applications received and approvals made by Doncaster MBC, the Planning Authority, was available for inspection.

**RESOLVED:** That the report of the Locum Town Clerk be received and that no matters required further consideration. completed AGAR 2021/2022 be received, approved and duly signed by the Chair (Deputy Town Mayor) and Locum Town Clerk and submitted to external auditor by the due date.

## **28 QUEEN'S PLATINUM JUBILEE CELEBRATIONS**

Councillor Susan Durant, Chair of the Events Committee reported on the successful celebrations organised by the Town Council and thanked all volunteers and staff for their efforts.

**RESOLVED:** That the report of the Councillor Durant be received and appreciation be recorded to all those involved in making the celebrations a success.

## **29 PETITION – NORTHERN – RESUMPTION OF FULL TRAIN SERVICES FROM THORNE STATION.**

The Town Mayor reported on a lobby by members of the public to start a petition for Northern to resume full train service at Thorne South Station.

**RESOLVED:** That the town council give its full support of the petition.

## **30 EXCLUSION OF PRESS & PUBLIC**

**RESOLVED** That press and public be excluded be excluded due to the confidential nature of the remaining business to be transacted.

### **31 TOWN COUNCIL STAFFING & EVALUATION OF THE ADMINISTRATIVE FUNCTIONS OF THE TOWN COUNCIL**

Further to Minute 18(10<sup>th</sup> May 2022) Councillor Susan Durant Deputy Town Mayor, Councillor Ron Powell, Chair of Staffing & Complaints Committee and Chris Geeson, Locum Town Clerk reported on the progress in implementing the revised staffing structure. Including appointments and revised management of the burial service.

During the consideration of this item Councillor Sweeting gave notice that he wished to resign his membership of the Staffing & Complaints Committee.

Councillor Powell reported on the following appointments: -

**Benita Rudkin - Responsible Financial Officer**  
pro-rata SCP 26 -28 (pro-rata 23 hours per week)

**Samantha Goodfellow – Office Manager**  
pro-rata SCP 23 -24 (pro-rata 30 hours per week)

Councillor Powell further report that: -

The position of **Town Clerk (SCP 42-45)** was currently being advertised with a closing date of 15<sup>th</sup> July 2022

**Christopher Powell, Cemetery Operative** had taken responsibility for managing burials, cremation and memorials and that currently the HR Adviser was evaluating a suitable grading for **Trainee Cemetery Manager**

#### **RESOLVED**

1 That the reports of Councillor Durant, Powell and the Locum Town Clerk be received, noted and confirmed.

2. That Councillor Sweeting's resignation from being a member of the Staffing & Complaints Committee be received and recorded.

Signed as a true record

Craig Ellis (Town Mayor)  
at a meeting on the Town Council  
Held on 12<sup>th</sup> July 2022