

**THURSTON PARISH COUNCIL**

Minutes of the Policy and Resources Committee Meeting held on Friday 25<sup>th</sup> November 2022 at 10.30am in the Parish Council Office, New Green Centre.

In the Chair: Cllr. Dashper. Present: Cllrs. Bond and Rainbow. In Attendance: Mrs V Waples, Clerk.

The Chair for the meeting declared the meeting open at 10.30am thanked all for attending and the notice for the reporting at meetings of the parish council was taken as read.

1. Apologies of absence –
  - a) Apologies for absence were received from Cllr. West due to a personal commitment.
  - b) The submitted apology was approved and accepted by all present, aif.
2. Declarations of pecuniary and non-pecuniary interests -
  - a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests in items on the agenda and their nature including gifts of hospitality exceeding £50 – there were none received.
3. To approve the minutes of the Committee Meeting of 25<sup>th</sup> November 2022 as previously circulated –
  - a) **the minutes were approved as a true and accurate record of the meeting that took place with agreement forthcoming for them to be signed as such by the Chair, aif.**
4. To consider the following matters as part of the Council's year-End Process:
  - a) To review the Council's Financial Risk Assessment 2022-2023 – *Paper 2023/1* - the meeting reviewed the document and agreed that the risk level and associated comments with regards to Qualifications for Staff (budget for training for Deputy Clerk); and Annual Performance Periods. **It was agreed that the document was a true reflection of the financial risks facing the council and the manner in which they would be mitigated, aif.** It was understood that this was a live document and agreement was forthcoming to adopt the recommended amendments. The meeting was informed that staff performance reviews would take place in March.
  - b) To review the Council's Risk Management Strategy 2022-2023 – *Paper 2023/2* - the meeting reviewed the Council's Risk Management Strategy for 2021-2022 and noted that amendments had been made to the document to reflect that this was a live document. **It was agreed that overall it provided an accurate assessment of the management of risks carried out by the Parish Council, aif.** The strategy would be updated to reflect an amendment to the reviews of the Financial Risk Assessment.
  - c) To review and agree the effectiveness of Internal Control as written within the Internal Control Policy – *Paper 2023/3* - **the meeting reviewed the effectiveness of its internal control and agreed that the Internal Control Policy, as written, should be re-adopted as it was an effective tool for Council to enable it to review its processes and to support the audit process, aif.** The meeting also reviewed the proposed Internal Control Review document to be used for the year 2023-24 and **agreed that no further amendments were required, aif.**
  - d) To review the effectiveness and scope of Internal Audit – *Paper 2023/4* - the meeting reviewed the effectiveness of the internal audit carried out for the previous year and found that the proposed works to be carried out for the year 2022-2023 were comprehensive, adequate and appropriate. **It was confirmed that the scope of the review covered independence, competence, relationships and audit planning and all agreed that the overall structure of the internal audit was satisfactory for a Council the size of Thurston, aif.** It was to be noted that once again given the increase in income and expenditure the council would be automatically subjected to an intermediary audit by the external auditors but that this would not impact on the internal audit process or scope that would still be required. The meeting further noted that as this was the third continuous year in a row that the Council had had income and expenditure in excess of £200,000, the Council was now obliged to report its financial details on an income and expenditure basis (as opposed to on a receipts and payments basis). In summary, within income and expenditure accounts, the transactions for the year comprise all those instances in the

Signed.....

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twelve months where the council has received economic benefits or given others economic benefits (irrespective of the year in which they are paid for). The Clerk confirmed that preparatory work had already taken place to change the reporting mechanisms and that Council needed to be aware that the figures for 2021-2022 had been restated to ensure that there was a like for like comparison.

- e) To confirm the recommendation of the appointment of the Council's Internal Auditor - **the meeting was in full agreement, having reviewed the Internal Audit Terms of Reference and Internal Audit Plan supplied, to recommend to full Council the re-appointment of Mr T Brown, CPFA to carry out the internal audit for the year ending 31<sup>st</sup> March 2023, aif.**
  - f) To review the Council's Reserve Policy – *Paper 2022/5* - agreement was forthcoming that the Council should aim to ensure that spent general reserves are replaced over a reasonable period of time. **The policy was noted and agreed by all, aif.**
  - g) To review the Council's Policies, Procedures and Protocols as per Appendix A - agreement was forthcoming that there were no amendments due to any of the policies and procedures as identified at Appendix A other than changes to the review dates. **The policies and procedures were adopted as reviewed with the meeting also noting that there were no amendments due to any of the Council's protocols as written, aif.**
5. To receive an update on the Detached Youth Work Project:
- a) Senior Detached Youth Worker: Job Description; Person Specification; Advert – following amendments to the previously discussed documents, the meeting was advised that the position had been advertised on Indeed Suffolk, the parish noticeboards and parish website. To date three applicants had applied for the post and further details such as a full job description; persons specification and an application form had been sent out. It was agreed that the position should also be advertised on the parish Facebook page.
  - b) Volunteer Detached Youth Worker: Role Description, Person Specification; Advert – following amendments to the previously discussed documents, the meeting was advised that the advertisement for the volunteer vacancies would be placed on the parish Facebook page, parish noticeboards and website.
  - c) Detached Youth Work Policy – the meeting was informed that minor amendments had been proposed to this document and that the Clerk and Cllr. Bond would review the document and incorporate those that were applicable.
6. To consider matters coming forth from Committee Members: there were no further matters raised.
7. Date of future Meetings of the Committee:
- a) 21<sup>st</sup> June 2023 commencing at 18.00pm in the Community Library, Norton Road.
8. There being no further business to transact, the Chairman closed the meeting at 11.34am