

## THURSTON PARISH COUNCIL

Parish Council Office

New Green Centre

Thurston IP31 3TG

Tel: 01359 232854

e-mail: [info@thurstonparishcouncil.gov.uk](mailto:info@thurstonparishcouncil.gov.uk)

website : [www.thurston.onesuffolk.net](http://www.thurston.onesuffolk.net)



**The Parish Councillors of THURSTON POLICY & RESOURCES COMMITTEE are summoned to attend a meeting on 18<sup>th</sup> February 2022 in the Parish Council Office commencing at 10.30am**

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published as usual.

**Members of the public and press are welcome to join this meeting although numbers may be restricted due to the venue's size.**

### A G E N D A

1.	Welcome and apologies for absence – a) Council to receive apologies b) Council to consent to accept apologies received	10.30
2.	Declarations of pecuniary and non-pecuniary interests - a) To receive declarations of pecuniary and non-pecuniary interest in items on the agenda and their nature including gifts of hospitality exceeding £25	10.32
3.	To approve the minutes of the Committee Meeting of <i>as previously circulated</i> a) 19 <sup>th</sup> November 2021	10.35
4.	To consider the following as part of the Council's Year-End Process: a) To review the Council's Financial Risk Assessment 2021-2022 – <i>Paper 2022/1</i> b) To review the Council's Risk Management Strategy 2021-2022 – <i>Paper 2022/2</i> c) To review and agree the effectiveness of Internal Control – <i>Paper 2022/3</i> d) To review the effectiveness and scope of Internal Audit – <i>Paper 2022/4</i> e) To confirm the recommendation of the appointment of the Council's Internal Auditor f) To review the Council's Reserve Policy – <i>Paper 2022/5</i> g) To review the Council's Policies, Procedures and Protocols as per Appendix A h) To note that there are no changes to the Strategies, Protocols and Meeting Notices (apart from annual review dates) as per Appendix B. i) To review and consider the terms of reference for the Recreational Facilities Committee and to agree to an amendment of the title to Recreational and Leisure Facilities Committee to accommodate additional responsibilities coming forth to the Parish Council.	10.40
5.	To consider matters coming forth from the Clerk a) Committee to note that a valid request as submitted under the FOIA is being dealt with by the Clerk. b) To consider and approve the financial reimbursement to the Clerk of the holiday untaken during 2020-2021 & 2021-2022.	11.15
6.	To consider matters coming forth from Committee Members	11.25
7.	Date of future Meetings: to confirm the dates: a) 20 <sup>th</sup> May 2022 – 10.30am	11.35
8.	To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed: a) Staffing Matters	11.35
9.	Close of Meeting	11.50

*Mrs V S Waples*

**Proper Officer to the Council**

**11.02.22**

**Appendix A - Agenda Item 4g)**

The Policies to be reviewed are as per the list below and can be found on the Parish's website at the following address: <http://thurston.suffolk.cloud/parish-council/policies-procedures-and-strategy>

Accident Policy and Procedures  
Anti-Harassment and Bullying Policy  
Anti-Bribery and Corruption Policy  
Appeals Procedure – Annexe to Complaints Policy  
Climate Awareness and Environmental Policy  
CIL Grant Awarding Policy  
Complaints Policy Procedure  
Data Protection Policy  
Disciplinary Procedure  
Disciplinary Rules  
Dispensation Policy  
Document & Electronic Data Retention Policy  
Equality and Diversity Policy  
Equal Opportunities Policy  
Flexible Working Policy  
Grant Awarding Policy  
Grievance Policy  
Holiday Policy  
Health & Safety Policy  
Information Security Incident Policy  
Internet Banking Policy  
IT and Electronic Communication Policy  
Lone Worker Policy  
Media Policy  
Playground Risk Management Policy  
Protection of Children and Vulnerable Persons Policy  
Sickness and Absence Policy  
Social Media Policy  
Staff Use of Social Media Policy  
Staff Appraisal Policy  
Subject Access Request Policy  
Subject Access Request Procedure  
Training and Development Policy  
Travel and Expenses Policy  
Volunteer Policy  
Whistleblowing Policy  
  
Freedom of Information Policy

**Appendix B - Agenda Item 4h)**

Member / Officer Protocol 2022

Pre-Planning Application Protocol 2022

Public Participation in Council Meetings Protocol 2022

Reporting at Council and Committee Meetings Protocol 2022

Notice on Reporting at Virtual Meetings of the Council 2022

Notice on Reporting at Meetings of the Council 2022

Thurston Model Publication Scheme 2022

Thurston Privacy Statement 2022

Thurston Privacy Notice – Residents 2022

Thurston Privacy Notice – Staff, Councillors, Contractors 2022

Thurston Engagement Strategy 2022

Playground Reporting Accident Procedure