

**THURSTON PARISH COUNCIL**

Minutes of the Policy and Resources Committee Meeting held on Friday 28<sup>th</sup> February 2020 at 10.30am in the Parish Council Office, New Green Centre, Thurston.

In the Chair: Cllr Dashper

Present: Cllrs. Fawcett, Haley, Rainbow and West. In Attendance: Mrs V Waples, Clerk.

1. OPENING – The Chairman declared the meeting open at 10.30am, thanked all for attending and welcomed Cllr. West to the committee and meeting. A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. A full transcript is available from the Clerk.
2. APOLOGIES FOR ABSENCE – there were no applicable apologies.
3. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25 –
  - a. There were no applicable declarations of pecuniary and local non-pecuniary interests for the Agenda under discussion. There were no declarations of gifts of hospitality exceeding £25.
  - b. There were no requests for dispensations for the Agenda under discussion.
4. TO APPROVE THE MINUTES OF THE COMMITTEE MEETING OF 1<sup>ST</sup> NOVEMBER 2019 – the minutes of the meeting of 1<sup>st</sup> November 2019 were approved as a true and accurate record of the meeting that took place and signed as such by the Chairman.
5. TO CONSIDER THE FOLLOWING:
  - a) To review the Council's Financial Risk Assessment 2019-2020 – *Paper 2020/1* - the meeting reviewed the document and agreed that the amendments to Staff (work overload / deputy) and Governance with particular emphasis on GDPR were acceptable and that the document was a true reflection of the financial risks facing the council and the manner in which they would be mitigated. It was understood that this was a live document and changes would be included in line with changes in legislation. Noted that there was a diary action to review/monitor work pressure and succession planning within the recent Clerk performance appraisal. It was agreed by all that the Checklist awareness for GDPR should be issued to all Councillors to be used as a learning/training exercise once the results had been collated.
  - b) To review the Council's Risk Management Strategy 2019 – 2020 – *Paper 2020/2* - the meeting reviewed the Council's Risk Management Strategy for 2019 - 2020 and considered it to be appropriate for a Parish the size of Thurston. It was noted that amendments had been made to the document to reflect that this was a live document and that overall it provided an accurate assessment of the management of risks carried out by the Parish Council. Next review would be scheduled for November 2020 or earlier should any new risks arise.
  - c) To review the Council's Insurance Schedule vis-à-vis the current Asset Register – *Paper 2020/3* – the Asset Register was reviewed against the Insurance Schedule noting that cover for assets was an All Risks cover for assets to the value of between £150,000 & £200,000. At this stage it was agreed that this provided sufficient cover, but this would be reviewed once further play equipment had been installed on New Green. It was further noted that insurance cover was provided for property at other locations, i.e. insured whilst removed from the council's main premises as long as the following applied: property/assets are not otherwise ensured; area covered was within the limitations of GB, NI, Channel Islands to Isle of Man and the limits of liability reflected those as stated in the general contents definition. The Clerk was asked to ascertain whether the newly installed bus shelters to the north of Sandpit Lane were those being brought forward under S 278 Developer Contributions and to chase for an update on the ones being installed by SCC on behalf of the Parish Council.

So approved at the meeting of 15<sup>th</sup> May 2020

- d) To review the effectiveness of Internal Control – *Paper 2020/4-A* – the meeting reviewed the effectiveness of its internal control and felt that the internal control document as used during the past year was an effective tool for Council to enable it to review its processes and to support the audit process. It was agreed that the proposed amendments for Compliance with Website Accessibility Requirements (Website Security Certificate, Digital Accessibility, Standards for web content and Accessibility statement on website) and numerical ordering system in accordance with Council’s Financial Regulations should be incorporated into the document for 2020-2021.
- e) To review the effectiveness and scope of Internal Audit – *Paper 2020/4-B* - the meeting reviewed the effectiveness of the internal audit carried out for the previous year and found the proposed works to be carried out for the year 2019-2020 were adequate and appropriate. It was confirmed that the scope of the review covered independence, competence, relationships and audit planning.
- f) 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 appointment of Mr T Brown, CPFA to carry out the internal audit for the year ending 31<sup>st</sup> March 2020.
- g) To note amendments to the Council’s Model Publication Scheme – *Paper 2020/5* – the meeting reviewed the document following amendments made to Class 1, Class 2, Class 3 and Class 4 in line with changes in legislation.
- h) To review the Council’s Policies and Procedures – *Appendix A* – the meeting reviewed the policies as per the list below and found them to be relevant and up-to-date.
- Accident Reporting & Investigation Policy
  - Community Engagement Strategy
  - Complaints Policy Procedure
  - Data Protection Policy
  - Disciplinary Rules & Disciplinary Procedure
  - Dispensation Policy
  - Document & Data Retention Policy
  - Document & Electronic Data Retention Policy
  - Electronic Communication and Social Media Policy
  - Environmental Policy
  - Equality Policy
  - Filming and Recording at Council Meetings Policy
  - Grant Awarding Policy
  - Grievance Procedure
  - Health & Safety Policy
  - Information Security Incident Policy
  - Lone Worker Policy
  - Media Policy
  - Reserves Policy
  - Staff Appraisal Policy
  - Sickness Absence Policy
  - Subject Access Request Policy
  - Subject Access Request Procedure
  - Training and Development Policy
  - Travel and Expenses Policy
6. DATE OF FUTURE MEETINGS: to confirm the date of the next full Parish Council Meeting which is scheduled for 4<sup>th</sup> March with the next Policy and Resources Committee Meeting scheduled for 24<sup>th</sup> April 2020 commencing at 10.30am in the Parish Council Office.
7. There being no further business to transact, the Chairman closed the meeting at 11.40am.

So approved at the meeting of 15<sup>th</sup> May 2020