

**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. Rainbow. Present: Cllrs. Bond and West. 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. Dashper due to a personal commitment.
  - b) The submitted apology was approved by all present, aif.
2. Declarations of pecuniary and non-pecuniary interests -
  - a) To receive declarations of pecuniary, non-pecuniary and personal interest 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 30<sup>th</sup> September 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 following an amendment to the list of attendees, aif.
4. To consider the following:
  - a) To receive an update on the opening of a separate bank account to protect the Council's Financial Assets in accordance with Council's Investment Strategy – **it was agreed to postpone the opening of such an account until after the May 2023 elections to ensure all signatories were serving councillors, aif.**
  - b) To review and consider the proposed Draft Pension Funding Strategy Statement of the Suffolk Local Government Pension Scheme and the proposed contribution rates for employers for the next three financial years – all noted the review including the rates for the next three financial years which would be built into the council's budgeting strategy.
  - c) To review the current level of working hours versus budgeted hours for the Clerk and Deputy Clerk for the period April through to October 2022 – all noted the analysis as provided with the meeting being aware that there would need to be a consideration of the increase in administrative hours when considering succession planning and a tolerance will need to be built into the staffing salaries for mentoring, shadowing and potentially job rotation. Currently there was sufficient tolerance within the budget for attendance at evening meetings which was absorbing the increase in administrative hours worked.
  - d) To note the 2022-2023 pay scales have been agreed and will be applied to all staff salaries in accordance with their contracts effective November 2022, backdated to April 2022 – Council noted the implementation of the new pay scales in accordance with the contracts under which all staff were employed.
  - e) To receive and consider the 1st Draft of the Budget for 2023-2024 - following an analysis of the budget paper, **the Committee was in agreement that it would recommend to full Council a revenue budget in the sum of £205,550 to be funded by a Precept of £152,920; grants of £4,330 and CIL Reserves of £48,300, aif.** It was noted that the indicative impact on a Band D property would be an increase of £2.04 or 2.23% as the indicative tax base would not be confirmed until early January 2022 once the local government settlement figure was known (mid-December).
5. To consider the following policy and procedural matters:
  - a) Detached Youth Work Project: to review and approve the following documents
    - i. Senior Detached Youth Worker: Job Description; Person Specification; Advert – **the meeting was in agreement that subject to amendments to reflect the roles to be covered and the areas of responsibility the documents be used as the basis for recruitment to the post, aif.**

So approved and signed at the meeting of 24.02.2023

- ii. Volunteer Detached Youth Worker: Role Description, Person Specification; Advert - **the meeting was in agreement that subject to amendments to reflect the roles to be covered and the areas of responsibility the documents be used as the basis for recruitment to the post, aif**
  - iii. Detached Youth Work Policy- having reviewed the draft policy submitted by Cllr. Bond, **all agreed that there was a need for a further review to deurbanise the policy and to ensure that they were compatible with existing policies vis-à-vis data protection; health and safety policy and protection of children and vulnerable persons policy.**
  - iv. To agree the appropriate timing and venues for recruitment to the roles – it was agreed that provided the changes were made and subject to any advertising requirements the following timelines were proposed: Senior Youth Worker – advertise in February 2023 for 3 weeks with interviews 2<sup>nd</sup> or 3<sup>rd</sup> week of March. Anticipated date for advertisements to be released being beginning of February 2023. Adverts would be placed on the “Indeed” website, local newspapers, parish website and village noticeboards; Volunteer Youth Worker – advertise via the parish website, village noticeboards and Facebook. A slightly later timeline to that being proposed for the Senior Youth Worker was agreed as preferable.
6. To consider matters coming forth from Committee Members: there were no further matters raised.
  7. Date of future Meetings of the Committee:
    - a) Policy & Resources Committee Meeting – 24<sup>th</sup> February 2023 (*date changed since meeting*) at 10.30am in the Parish Council Office.
  8. There being no further business to transact, the Chairman closed the meeting at 12.35am.