



## Summons

The Parish Councillors of THURSTON PARISH COUNCIL POLICY AND RESOURCES COMMITTEE are summoned to attend a meeting on Wednesday 26<sup>TH</sup> November 2025 commencing at 6.00pm in THURSTON COMMUNITY LIBRARY, NORTON ROAD, THURSTON, IP31 3PB.

### Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. The meeting is held in accessible premises. All agendas, reports, minutes and background papers in relation to this meeting can be viewed on the parish council's website: <https://thurstonparishcouncil.gov.uk/thurston-parish-council/agendas-and-minutes/>.

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

### Recording at meetings

Members of the Council, the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming).

## Agenda

1.	Welcome and apologies for absence – a) Council to receive apologies b) Council to consent to approve apologies received	18.00
2.	Declarations of pecuniary and non-pecuniary interests - a) To receive declarations of disclosable pecuniary interests, other and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct including notification of gifts of hospitality exceeding £50. b) To receive the list of dispensations previously determined.	18.02
3.	To approve the minutes of the Committee Meeting of <i>as previously circulated</i> a) 20 <sup>th</sup> August 2025	18.05
4.	To review and adopt the following policies: a) Thurston Internet Banking Policy <i>updated policy only</i> b) Thurston Cash Handling Policy <i>(new policy)</i> c) Thurston Investment Policy <i>(updated policy only)</i> d) Thurston Reserves Policy <i>(updated (policy only)</i>	18.10
5.	To receive an update on the following: a) To receive and note the updated Parish Office Risk Assessment 2025 as reviewed August 2025 <i>(Confidential paper)</i> b) To receive and note the updated Parish Council Continuity Business Plan 2025 <i>(Confidential paper)</i>	18.20
6.	Draft Budget for 2026 - 2027 a) To receive and consider the 1 <sup>st</sup> draft of the budget for 2026-2027 <i>(Budget Paper &amp; Confidential Budget Paper)</i> b) To consider and adopt the recommendation to full council in relation to the budget to be set for 2026-2027.	18.30
7.	To consider matters coming forth from Committee Members	18.50

8.	Date of future Meetings: to confirm the dates: a) 18 <sup>th</sup> February 2026 commencing at 6.00pm (18.00) – <i>unless legislation requires a further meeting</i>	18.55
9.	Part II - To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public excluded from the meeting due to the confidential nature of the business to be discussed: <b>A) to recommend to the Parish Council to approve: <i>see paper submitted</i></b> a) the proposal to split the role of Clerk / RFO into two separate positions: Clerk and RFO b) the proposal to go out to recruitment for a Proper Office / Clerk c) delegation to the Chair to review and agree the amendments to the Clerk's current contract to reflect the change from Clerk/RFO to RFO once the position of Clerk has been filled. d) the timescales for recruitment as listed above e) the inclusion into the budget for 2026-2027 for the provision of the roles Clerk and RFO and to note the impact on the budget to be set <b>B) to approve the following:</b> a) to approve the recruitment package for a Proper Officer / Clerk – job description, person specification, terms and conditions and advertisement	19.00
C)	Close of Meeting	19.20

*Mrs V S Waples*

Clerk and Proper Officer to the Council

18.11.2025