THURSTON PARISH COUNCIL

Minutes

Minutes of the Policy and Resources Committee Meeting held on Wednesday 18th February 2026 at 6.30pm in the Community Library, Norton Road, Thurston.

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

The Chair declared the meeting open at 6.30pm and thanked all for attending.

1. OPENING OF THE MEETING AND APOLOGIES

a) The Chair formally opened the meeting at 7.00pm, advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, would be taken as read.
A copy of the Protocol for recording at meetings can be downloaded from the website

b) Council to receive apologies for absence – there were no applicable apologies for absence.

2. DECLARATIONS OF INTERESTS FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50 –

a) To receive declarations of disclosable pecuniary interests; other registerable and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – there were no interests declared for the meeting.
b) To receive notification of gifts or hospitality exceeding £50 – there were none submitted.
c) To note the determination of requests for dispensations in accordance with Council's Dispensation Policy – there were none to be reported as having been determined.

3. MINUTES OF THE PREVIOUS MEETINGS: (all as previously circulated):

a) To receive and approve the minutes of the previous meeting held on Wednesday 26 November 2025 as previously circulated - **it was resolved to approve the minutes as previously circulated and the Chair signed the minutes as a true and accurate record of the proceedings that took place.**

4. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:

a) Thurston CCTV (updated policy only) – the revisions to the policy were noted. **It was resolved to adopt the revised policy as written, subject to amendments to the wording for the Officials at the Parish Council.**
b) Memorial Plaque Policy (new policy) – having reviewed the policy, i**t was resolved to adopt the policy with immediate effect following amendments to clarify that only council supplied memorial plaques would be permitted to be installed on council owned benches.**

5. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS AS PART OF THE YEAR-END PROCEDURES

a) To review the Council's Financial Risk Assessment 2025-2026 – Paper 2025/6 - the meeting reviewed the document and r**esolved to agree 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. The meeting was informed that the Clerk as line manager would be carry out staff performance reviews in March 2026.**

b) To review the Council's Risk Management Strategy 2025-2026 – Paper 2025/7 - the meeting reviewed the Council's Risk Management Strategy for 2025-2026 and noted that amendments had been made to the document to reflect that this was a live document and linked into the Annual Governance Statements at year-end. I**t was resolved to agree that overall, it provided an accurate assessment of the management of risks carried out by the council. The strategy had been updated over the coming and following year to reflect amendments to the reviews of the Financial Risk Assessment and Internal Control Reviews.**

c) To review and agree the Council's Internal Control Policy 2025-2026 - Paper 2025/8 - the meeting reviewed the effectiveness of its internal control and resolved 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. The meeting **resolved to give delegated powers to the Responsible Financial Officer to review and update the current Internal Control Review document to be used for the year 2026-2027 to ensure that any changes to Proper Practices were fully incorporated.**

d) To review the effectiveness of Internal Audit – Paper 2025/9 - 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 2025-2026 were comprehensive, adequate and appropriate. It was confirmed that the scope of the review covered independence, competence, relationships and audit planning. **The meeting resolved that it had carried out a review of the effectiveness of the council's overall internal audit arrangements in regard to personal independence, financial independence and professional independence and confirmed the adequacy and effectiveness of its system of internal control.** 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.

e) To review and agree the terms of reference and confirm the recommendation of the appointment of the Council's Internal Auditor to full Council – Paper 2025/10 - having reviewed the Internal Audit Terms of Reference and Internal Audit Plan supplied, **the meeting resolved to recommend to full Council the re-appointment of Mr T Brown, CPFA to carry out the internal audit for the year ending 31st March 2026.**

So approved and signed at the meeting of 29TH July 2026

6. TO REVIEW THE FOLLOWING POLICIES:

a) Council's Policies, Procedures and Protocol as per Appendix A – it was confirmed that there were no significant amendments (other than front page, review dates and grammar corrections) due to any of the policies and procedures as identified at Appendix A. **It was resolved that the policies and procedures be adopted as reviewed with the meeting also noting that there were no amendments due to any of the Council's protocols as written.**

7. TO REVIEW AND ADOPT THE COUNCIL'S THREE-YEAR BUSINESS PLAN FOR 2025-2028 (UPDATED PLAN):

a) Having reviewed the plan as submitted, all were in agreement that the plan should split out the areas of involvement into areas of engagement and areas of risk. Once completed, the plan would be brought back to the committee for formal approval and adoption.

8. TO CONSIDER MATTERS COMING FORTH:

a) Committee Members: there were none raised.

b) Clerk –

- Staffing update provided including the numbers of people who had professed an interest in the Clerk & Proper Officer role.
- Legal agreements – an update was provided on the additional clauses that had been requested by the District Council: management plans for planned ecological and landscape enhancement measures (within three months of the transfer of the land) and use of the access road on Manor View for all maintenance vehicles and pedestrian use as opposed to the existing access point on Pakenham Road.

9. DATE OF FUTURE MEETINGS OF THE COMMITTEE

a) 29th July 2026 commencing at 6.00pm in the Community Library, Norton Road unless legislation requires a further meeting.

10. CLOSURE OF THE MEETING

a) There being no other business the meeting was closed at 7.30pm.

So approved and signed at the meeting of 29TH July 2026

Appendix A – Policy Review

The following can be found on the Parish's website at the following address:
Accident Policy and Procedures
Allotment Policy
Anti-Bribery and Corruption Policy
Biodiversity Policy
CIL Grant Awarding Policy
Climate Awareness and Environmental Policy
Communication Policy
Complaints Policy Procedure & Appeals Procedure & Annexe to Complaints Policy
Co-Option of Councillors Policy
Disciplinary Procedure & Disciplinary Rules
Dispensation Policy
Emergency and Dependent's Leave
Equality and Diversity Policy
Equal Opportunities Policy
Fixed Asset Policy
Flexible Working Policy
Grant Awarding Policy
Grievance Policy
Holiday Policy
Health & Safety Policy
Key Control Policy
Lone Worker Policy
Media Policy
Playground Risk Management Policy
Policy for Recording and Reporting at Meetings
Protection of Children and Vulnerable Persons Policy
Sickness and Absence Policy
Social Media Policy
Staff Appraisal Policy
Staff Recruitment Policy
Staff Use of Social Media Policy
Training and Development Policy
Travel and Expenses Policy
Use of Photographs Policy
Volunteer Policy
Whistleblowing Policy

Member – Officer Protocol
Pre-Application Protocol
Public Participation in Council Meetings
Reporting at Council Meetings
Privacy Statement – Public and Staff

So approved and signed at the meeting of 29TH July 2026