

# THORRINGTON PARISH COUNCIL

Agenda for the Parish  
Council meeting held

at

Thorrington Village Hall dated  
Wednesday 27th March

2024

at 7.00pm



# THORRINGTON PARISH COUNCIL



Members of the Council are hereby summoned to attend the Parish Council meeting being held at Thorrington Village Hall in the Farrow Room or Village Hall, Church Road, Thorrington on Wednesday 27<sup>th</sup> March 2024 at 7.00pm. Members of the press and public are welcome to attend.

## AGENDA

**1. Apologies for absence:**

Council members are required to forward their apologies to the Clerk ahead of the meeting.

**2. Disclosure of Pecuniary Interests:**

Council members to identify any item on the agenda that they have a connection to as introduced through the Localism Act 2011, failure to do this could result in a fine and a ban.

**3. Discussion & Authorisation of the wording for the following documents:**

Annual Leave Policy  
Anti Bullying & Harassment Policy  
Asset Register  
Biodiversity Policy  
Business Continuity Plan  
Co Option Policy  
Code of Conduct  
Communications  
Complaints  
Contact Privacy Notice  
Councillors Privacy Notice  
Data Breach Reporting Form  
Data Protection Policy  
Dignity in the Work Place Policy  
Disciplinary Policy  
Emergency Dependents Leave Policy  
Equality & Dignity Policy  
Expenses Policy  
Financial Regulations  
Flexible Working Policy  
Freedom of Information Policy  
General Privacy Notice  
Grant Application Form  
Grant Funding Policy  
Grievance Procedure  
Health & Safety Allotment Policy  
Homeworking Policy  
Information Technology Policy  
Internal Controls Policy  
Lone Working Policy  
Maternity Leave & Pay Policy  
Online Banking Procedure & Policy  
Paternity Leave & Pay Policy  
Performance Improvement Policy & Procedure  
Persistent & Vexatious Complaints Policy  
Personal Data  
Press & Media Policy  
Privacy Notice



Privacy Policy  
Privacy Statement  
Risk Assessment/Risk Management Document  
Sickness Absence Policy  
Social Media Policy  
Staff & Role Holder Privacy Notice  
Standing Orders  
Strategic Risk Register  
Subject Access Request Form  
Training & Development Policy  
Transparency Code for Smaller Authorities  
Use of Social Media  
Whistleblowing Policy

#### 4. Finance:

General Reserves: should be set at 3-12 months of outgoings/expenses: Total  
Savings:  
Emergency Funds:  
Elections Reserves: Suggested £4,000  
Scheme of Delegation: What can be spent without requesting at Parish Council meeting?

#### 5. Cllr G Krinks Record of Interests Form:

All Thorrington Parish Councillors to complete and sign forms sent via email dated 30/01/2024 . Hard Copies to be sent to Tendring District Council to be signed. Documents to be uploaded onto website.

#### 6. Long term Budget Forecast/ Wishlist of Council Assets:

1 to 5 Year Plan: What is the vision of the council and what do you want to achieve? Strategic Plan & Action Plan required to show how Budgets are to be used.

Date of next meeting 3<sup>rd</sup> April 2024

Closure

Lynsey Ritchie-Fagg 22<sup>nd</sup> March 2024