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| **NO.** | **POLICY AND PROCEDURES** | **DATE OF LAST REVIEW** | **DATE ADOPTED** | **REVIEW CYCLE AND DATE FOR NEXT FULL REVIEW** | **RESPONSIBILITY**  **FOR REVIEW** | **NOTES** |
| **KEY:** | | | | | | |
| **Pale Green – It is suggested that there is no need for review at present time** | | | | | | |
| **Darker Green – These policies and procedures will be reviewed at the Annual Meeting in May 2025 and as necessary in order to comply with changes to legislation and good practice** | | | | | | |
| **Pink – The way forward in relation to review of these policies and procedures needs to be considered.** | | | | | | |
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| 1 | Schedule of Publications | September 2024 | F&GP  September 2024  Full Council Meeting  October 2024 | June 2024  ( after next Annual Parish Council Meeting May 2025) | Clerk | Yearly |
| 2a | Procedural standing orders | May 2024 | Annual Meeting – 20th May 2024 (Minute 19/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. Ad hoc updates in line with legislation changes |
| 2b | High Consequence Infectious Disease Policy | April 2020 | Full Council Meeting – 27th April 2020 (Minute 215/19/20) | Ad hoc | Clerk | Not currently relevant. |
| 2c | Procedures for virtual meetings | April 2020 | Full Council Meeting – 27th April 2020 (Minute 209/19/20) | Ad hoc | Clerk | Not currently relevant as virtual meetings not permitted |
| 2d | Scheme of delegation | July 2024 | Revised 29.7.2024 Full Council  ( Minute 65/24/25 ) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
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| 3a | TOR Allotments Committee | May 2024 | Annual Meeting – 20th May 2024 (Minute 15a/23/24) | Annually  May 2025 | Clerk/Deputy Clerk and Chair of Allotments Committee | Required to review at Annual Meeting – Committee to do detailed review at first meeting of next Council year |
| 3c | TOR F&GP Committee | May 2024 | Annual Meeting – 20th May 2024 (Minute 15b/23/24) | Annually  May 2025 | Clerk and Chair of F&GP | Required to review at Annual Meeting – Committee to do detailed review at first meeting of next Council year |
| 3d | TOR Planning Committee | May 2024 | Annual Meeting – 20th May 2024 (Minute 15c/23/24) | Annually  May 2025 | Clerk and Chair of Planning Committee | Required to review at Annual Meeting – Committee to do detailed review at first meeting of next Council year |
| 3e | Planning and Housing Policy | November 2023 | Full Council Meeting – 27th November 2023 (Minute 167b/23/24) | Biennial  November 2025 | Chair of Planning Committee |  |
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| 4 | Complaints procedures | May 2024 | Annual Meeting – 20th May 2023 (Minute 22/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
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| 5a | Data protection policy | May 2024 | Annual Meeting – 20th May 2024 (Minute 22c/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
| 5b | Information Security policy | May 2024 | Annual Meeting – 20th May 2024 (Minute 22c/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
| 5c | Managing requests for information | May 2024 | Annual Meeting – 20th May 2024 (Minute 22c/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
| 5d | Records Management Policy | May 2024 | Annual Meeting – 20th May 2024 (Minute 22c/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
| 5e | Privacy policy - general | May 2024 | Annual Meeting – 20th May 2024 (Minute 22c/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
| 5f | Privacy policy – Staff, councillors and role holders | May 2024 | Annual Meeting – 20th May 2024 (Minute 22c/24/25) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
| 5g | Communications Policy | May 2024 | Annual Meeting – 20th May 2024 (Minute 22d/24/25) | Annually  May 2025 | Clerk/Communications Officer and Chair of Communications Working Group | Required to review at Annual Meeting. |
| 5h | Communications Group Terms of Reference | May 2024  To be reviewed October 2024 | Annual Meeting – 20th May 2024 (Minute 22d/24/25) | October 2024 and thereafter annually  From May 2025 | Clerk/Communications Officer and Chair of Communications Working Group |  |
| 5i | Personal Electronic Device Policy | March 2024 | Full Council Meeting – 25th March 2024 (Minute 252b/23/24) | Biennial  March 2026 | Clerk |  |
| 6 | Equalities Statement | October 2023 | Full Council Meeting – 30th October 2023 (Minute 143b/23/24) | Biennial  October 2025 | Clerk and Chair of Personnel Subcommittee |  |
| 7 | Parish Hub Emergency Procedures | October 2023 | Full Council Meeting – 30th October 2023 (Minute 143d/23/24 | Biennial  November 2025 | Clerk (as H&S lead) |  |
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| 8a | Health and Safety policy  (to include “Maintaining Portable Electrical Equipment”) | October 2023 | Full Council Meeting – 30th October 2023 (Minute 143d/23/24 | Biennial  November 2025 | Clerk (as H&S lead) |  |
| 8b | Health and Safety – Lone Working | October 2023 | Full Council Meeting – 30th October 2023 (Minute 143d/23/24 | Biennial  November 2025 | Clerk (as H&S lead) |  |
| 8c | Safeguarding Policy | October 2023 | F&GP 19th  September 2024 FCM 30TH September 2024 | Ongoing review | Clerk and Chair of Personnel Subcommittee |  |
| 8d | Child Protection Policy | June 2022 | F&GP 19th  September 2024 FCM 30TH September 2024 | Biennially  September 2026 | Clerk |  |
| 8e | Photography and Filming Policy | October 2022 | F&GP 19th  September 2024 FCM 30TH September 2024 | Biennially  September 2026 | Clerk |  |
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| 9a | Staff Recruitment policy | May 2024 | Annual Meeting – 20th May 2024 (Minute 22e/24/25) | Annually  May 2025 | Clerk, Chair of Council and Chair of Personnel Subcommittee | Required to review at Annual Meeting. |
| 9b | Training and Development Policy | May 2024 | Annual Meeting – 20th May 2024 (Minute 22e/24/25) | Annually  May 2025 | Clerk, Chair of Council and Chair of Personnel Subcommittee | Required to review at Annual Meeting. |
| 9c | Disciplinary Procedure | May 2024 | Annual Meeting – 20th May 2024 (Minute 22e/24/25) | Annually  May 2025 | Clerk, Chair of Council and Chair of Personnel Subcommittee | Required to review at Annual Meeting. |
| 9d | Grievance Procedure | May 2024 | Annual Meeting – 20th May 2024 (Minute 22e/24/25) | Annually  May 2025 | Clerk, Chair of Council and Chair of Personnel Subcommittee | Required to review at Annual Meeting. |
| 9e | Sickness Absence policy | May 2024 | Annual Meeting – 20th May 2024 (Minute 22e/24/25) | Annually  May 2025 | Clerk, Chair of Council and Chair of Personnel Subcommittee | Required to review at Annual Meeting. |
| 9f | Dignity at Work policy | July 2023 | F&GP 19th  September 2024 FCM 30TH September 2024 | Annually  May 2025 | Clerk, Chair of Council and Chair of Personnel Subcommittee | Required to review at Annual Meeting. |
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| 10a | Procedures for Co-option | June 2022 | Full Council Meeting  28th October 2024 | Biennial  September 2026 | Clerk |  |
| 10b | Members’ code of conduct | May 2024 | Annual Meeting – 22nd May 2023 (Minute 26b/23/24) | Annually  May 2025 | Clerk | Required to review at Annual Meeting. |
| 10c | Travel and subsistence policy | March 2023 | Full Council Meeting – 27th March 2023 (Minute 243d/22/23 | Biennial  March 2025 | Clerk |  |
| 10d | Volunteer Agreement | November 2019 | Full Council Meeting – 25th November 2019 (Minute 143/19/20) | Ad hoc | TBC | Agreed F&GP March 2024 that this might be a statement regarding approach to volunteering (using partners) rather than a volunteer agreement  Volunteer agreements drafted by Cllr Gosling for all PROW works |
| 10e | Succession planning | March 2023 | Full Council Meeting – 27th March 2023 (Minute 243e/22/23 | Biennial  March 2025 | Clerk, Deputy Clerk Chair of Council, Vice-Chair of Council |  |
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| 11a | Financial Regulations | May 2024 | Annual Meeting – 20th May 2024  (Minute 20/23/24)  Revised 27.6.2024 | Annually  May 2025 | Clerk/RFO | Required to review at Annual Meeting and in line withy NALC guidance |
| 11b | Risk Management Schedule | May 2024 | Annual Meeting – 20th May 2024 (Minute 21/24/25) | Annually  May 2025 | Clerk/RFO; Chair of F&GP | Required to review at Annual Meeting. |
| 11c | Investment Strategy | August 2024 | Full Council Meeting – 19th August 2024  (Minute 85/24/25) | Biennial  June 2026 | Clerk/RFO; Chair of F&GP and F&GP members |  |
| 11d | Reserves Policy | March 2024 | Full Council Meeting – 25th March 2024 (Minute 252c/23/24) | Triennial  March 2027 | Clerk/RFO; Chair of F&GP |  |
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| 12 | Community Grant Scheme policy | March 2024 | Full Council Meeting – 25th March 2024 (Minute 251b/23/24) | Annual  March 2025 | Clerk |  |
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| 13 | **Parish Plan 2024-25** | **November 2023** | **Full Council Meeting 27th November 2023 (Minute 170/23/24)** | **TBC** | **Communications Working Group** | **Superseded by ‘ spotlight’ series offering a more dynamic insight into Council projects and initiatives** |
| 14 | Resilience Plan | June 2023 | Full Council Meeting – 26th June 2023 (Minute 50/23/24) | Biennial  June 2025 | Cllr Gosling |  |
| 15a | Environmental Vision | - | Full Council Meeting – 25th November 2019 (Minute 143/19/20) | No current update | CK Futures Lead |  |
| 15b | CK Futures Climate Change Strategy |  | Full Council Meeting – 28th February 2022 (Minute 241/21/22 | Ad hoc | CK Futures Lead | Cllr Parnham advised at Finance and General Purposes meeting on 19.06.23 no need to update. |
| 15c | Tree Strategy |  | Full Council Meeting – 22nd August 2022 (Minute 95/22/23) | Ad hoc | CK Futures Lead | Cllr Parnham advised at Finance and General Purposes meeting on 19.06.23 no need to update. |
| 16a | Procedures for running community events | March 2024 | Full Council Meeting – 25th March 2024 (Minute 252d/23/24) | Ad hoc | Community Events Lead |  |
| 16b | Parish Council events – Terms and Conditions | March 2024 | Full Council Meeting – 25th March 2024 (Minute 252d/23/24) | Ad hoc | Community Events Lead |  |
| 16c | Parish Council events   1. Summer and Autumn Fayres 2024 – Business 2. Summer and Autumn Fayres 2024 – Food and beverage 3. Summer and Autumn Fayres 2024 – Charity and Community Group | March 2024  Summer Fayre Updated June 2024  Autumn Fayre Updated September 2024 | Not needed to be agreed by Full Council | Ad hoc | Community Events Lead | *It is suggested that this does not need to be agreed by Full Council. However, latest version must be given to Clerk to upload to Policies and Procedures page on website.* |
| 16d | Non-Parish Council events – Terms and Conditions | March 2024 | Full Council Meeting – 25th March 2024 (Minute 252d/23/24) | Ad hoc | Community Events Lead |  |
| 16e | Non Parish Council events – Application form | October 2023 | Not needed to be agreed by Full Council | Ad hoc | Community Events Lead | *It is suggested that this does not need to be agreed by Full Council. However, latest version must be given to Clerk to upload to Policies and Procedures page on website.* |
| 17 | Discretionary Fund Procedures | March 2024 | Full Council Meeting – 25th March 2024 (Minute 252a/23/24) | Annual  March 2025 | Clerk |  |