



Policy documents and review dates

Policy	Status	Review date
Allotments & Leisure Gardens Rules	Adopted 22 Nov 22 FC Min Ref FC140D	As required
Asset Register	Ongoing 16.05.23 FC Min Ref FC024	Annually
Business Continuity Plan	Adopted 28.09.21 FC107	As required
CCTV	Adopted 17.08.21 Min Ref FC041	As required
Code of Conduct (Members)	Adopted 20.08.19 P&F 16.6.20 Point 5.1 (no change)	As required / inline with SBC's
Complaints Procedure	Adopted 23.01.24 FC Min Ref: FC177a	Annually
Data Retention & Disposal Policy	Adopted FC 27 Oct 20 Min Ref. FC 123.1A	When updates are required
Disclosure Barring Service (DBS)	Adopted FC 27 Oct 20 Min Ref. FC 123.3F	As and when updates are required
Dog & Litter Bin Policy	Adopted A&L 11 June 2019	As required
Emergency Planning	Adopted 26 March 2019 Min Ref. FC 840.3.3 Currently under review.	Annual review of contacts
Financial Regulations	Adopted 16 May 2023 Min Ref FC022	Annually or when updates are required
Financial & Operational Risk Assessment	Adopted 12 December 2023 Min Ref FC 154	Before 31.3 annually
Fire, Health & Safety	Adopted 28.06.22 (FC) Min Ref. FC034D	Annually

Flag hoisting	Adopted 28 Feb 23 (FC)	When any changes are required
Flyposting (Removal)	Adopted FC 15 Oct 19 Min Ref. FC 123.1C	When any changes are required
GDPR Policy (General Data Protection Regulations) incs: Freedom of Information, Data Protection, Privacy Policy	Adopted Full Council 16.02.21 Min Ref. FC 217.5 Reviewed 26.10.21 Min Ref: FC124C	Annually
Gifts & Hospitality	Adopted FC 26.10.21 FC124C	As required
Grant Awarding Policy	Adopted F&P 21.09.21 Min Ref. FP 059 Reviewed 27.06.23 Min Ref FC066	When any changes are required
Health & Safety Policy	See FIRE, H&S	When any changes required
Habitual & Vexatious Complainant Policy	Adopted 26 th March 2019 Min Ref. FC 840.3.4	When any changes required
Investments Policy	Adopted 26.10.21 Min Ref. FC124C	As required
Media Policy	Adopted Full Council 23.03.21 FC 235.1 Reviewed: FC 16.05.23 Min Ref: FC028C	
Meeting Etiquette	Adopted Full Council 20.8.19 P&F 16.6.20 Point 5.3 (no change)	As required
Mobile Phone Policy	Full Council 23.01.24 Min Ref. FC177B	As Required
Petitions Policy	Adopted Full Council 12.12.23 FC 154	
Procurement Policy	Adopted Full Council 12.12.23 Min Ref. FC154	Annually
Publication Scheme	Adopted Reviewed: FC 16.05.23 Min Ref: FC028B	When updates are required
Reserves Policy	Adopted Full Council 25.01.22 Min Ref FC 180 Reviewed 14.02.23 Min Ref FC205	As required

Reporting of Meetings	Adopted Full Council 18 th December 2018	As required
Safeguarding	Adopted Full Council 22.11.22 Min Ref. FC140C	When any changes required
Scheme of Delegation/Terms of Reference	Adopted Full Council 16.05.23 Min Ref FC012	Annually at the Annual Parish meeting
Community Led Action Plan	Adopted 2022-2025 Full Council 12.05.22 FC010	2025
Snow and Ice	Adopted A&L 11 December 2018	When any changes are made
Standing Orders	Adopted 16.05.23 (FC) FC021	Annually or sooner if any changes
Training & Development	Adopted 26.07.22 (FC) Min Ref. FC056A	When required
Travel & Subsistence	Adopted 26.07.22 (FC) Min Ref. FC056B	When required
Tree Management & Maintenance Policy	Adopted Full Council 12.12.23 Min Ref. FC154	As required
Website Accessibility Statement	Adopted Full Council 23.03.21 FC 235.3	As required
Youth Worker Safeguarding Policy	Adopted Full Council 20.10.20 FC 123.3F	As required

TERMS OF REFERENCE

Committee	Committee Meeting & Date Adopted	Min ref	Date to be reviewed
Parks & Open Spaces	Full Council 16.05.23	FC 013	Start of Election Term / or if changes are made mid-term
Finance & Policy	Full Council 16.05.23	FC 013	Start of Election Term / or if changes are made mid-term
Planning & Highways	Full Council 16.05.23	FC 013	Start of Election Term / or if changes are made mid-term
Community Development	Full Council 16.05.23	FC 013	Start of Election Term / or if changes are made mid-term
Personnel Sub Committee	Full Council 16.05.23	FC 013	Start of Election Term / or if changes are made mid-term

