



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	Adopted 16.05.23 FC Min Ref FC024	Annually (Missing from website)
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) 26.08.25 FC064	As required & inline with Swindon Borough Council's adopted policy
Complaints Procedure	Adopted May 2025 FC Min Ref: AFC 023	Annually
Community Grant Policy	Adopted F&P 21.09.21 Min Ref. FP 059 Reviewed 27.06.23 Min Ref FC066	As required
Community Led Action Plan (Council's Strategy)	Adopted 2022-2025 Full Council 12.05.22 FC010	2025
Data Retention & Disposal Policy	Adopted FC 27 Oct 20 Min Ref. FC 123.1A	As required
Disclosure Barring Service (DBS)	Adopted FC 27 Oct 20 Min Ref. FC 123.3F	As required

Dog & Litter Bin Policy	Adopted A&L 11 June 2019	As required Needs reviewing
Emergency Planning	Adopted 26 March 2019 Min Ref. FC 840.3.3	Missing from website & currently under review, then annually check contacts
Employee Handbook	Adopted July 2024 Min Ref FC 055D	As required
Financial & Operational Risk Assessment	Adopted April 2025 Min Ref FC 220A	Before 31.03 annually
Financial Regulations	Adopted May 2025 Min Ref AFC 022	Annually / when updates are required
Fire Evacuation Plan	Adopted 24 July 2024 FC 050D	As required
Flag hoisting	Adopted 28 Feb 23 (FC)	As required
Flyposting (Removal)	Adopted FC 15 Oct 19 Min Ref. FC 123.1C	As required
General Data Protection Regulations (GDPR) Policy	Adopted Full Council May 2025 Min Ref. AFC 023	Annually
Freedom of Information, Data Protection & Privacy Policy	Adopted Full Council May 2025 Min Ref. AFC 023	Annually
Gifts & Hospitality	Adopted FC 26.10.21 FC124C	As required
Fire, Health & Safety	Adopted Full Council June 2022 FC034D	As required To be updated
Habitual & Vexatious Complainant Policy	Adopted Full Council March 2019 Min Ref. FC 840.3.4	As required
Investments Policy	Adopted 26.10.21 Min Ref. FC124C	As required
Meeting Etiquette	Adopted Full Council 20.8.19	As required

	P&F 16.6.20 Point 5.3	
Memorial Bench	Adopted Full Council 223.02.21 Min Ref. FC219.1	To be updated
Mobile Phone Policy	Adopted Full Council 23.01.24 Min Ref. FC177B	As required
Petitions Policy	Adopted Full Council 12.12.23 FC154	As required
Play Inspection Policy 24/25	Adopted Full Council 24.08.24 FC088C	As required
Press Media & Communications Policy	Adopted Full Council 24 th June 2025 Min Ref: FC31A	As required
Procurement Policy	Adopted Full Council 12.12.23 Min Ref. FC154	Annually
Publication Scheme	Adopted FC 16.05.23 Min Ref: FC028B	When updates are required (check if ACM - annually)
Reserves Policy	Adopted Full Council 14.02.23 Min Ref FC205	As required
Remote Meetings Policy and Procedure	Adopted Full Council May 2025 Min Ref FC015	As required
Reporting of Meetings	Adopted Full Council 18 th December 2018	As required
Safeguarding	Adopted Full Council March 2025 Min Ref. FC220B	When any changes required (or annually)
Scheme of Delegation	Adopted Full Council 13.05.25 Min Ref AFC 023	Annually
Snow and Ice	Adopted A&L 11 December 2018	As required Needs reviewing & adoption at FC
Standing Orders	Adopted Full Council 13.05.25 AFC 021	Annually or sooner if any changes

Stepping Up Additional Duties	Adopted Full Council 22.10.24 Min Ref. FC110A	As required
Training & Development	Adopted Full Council 26.07.22 Min Ref. FC056A	As required
Travel & Subsistence	Adopted 26.07.22 (FC) Min Ref. FC056B	As 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 Services Safeguarding	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 May 2025	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Finance & Policy	Full Council May 2025	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Planning & Highways	Full Council May 2025	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Community Development	Full Council May 2025	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Personnel Sub Committee	Full Council May 2025	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)

Last updated: GMD 10.09.25