

Policy Review Table

Policy	Status	Review date
Allotments & Leisure Gardens Rules	Adopted 22 Nov 22 FC Min Ref FC140D	As required
Asset Register	Adopted May 2025 Min Ref AFC 024 May 2026 Min Ref AFC 024	Annually at Annual Council
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 F&P 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 Min Ref: AFC 023A May 2026 Min Ref: AFC 023A	Annually at Annual Council
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) 2026-2029	Adopted FC 244 April 2026	2029
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 Full Council FC 122C November 2025	As required
Emergency Planning	Adopted FC 122A November 2025	As required
Employee Handbook	Adopted July 2024 Min Ref FC 055D	As required
Financial & Operational Risk Assessment	Adopted April 2025 Min Ref FC 220A	Annually - before 31 st March (FYE)

Financial Regulations	Adopted May 2025 Min Ref AFC 022 May 2026 Min Ref AFC 022	Annually at Annual Council
Fire Evacuation Plan	Adopted 24 July 2024 FC 050D	As required
Fire, Health & Safety	Adopted FC 212B March 2026	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 2026 Min Ref. AFC 023C	Annually at Annual Council
Freedom of Information & Publication Scheme	Adopted Full Council May 2025 Min Ref: AFC 023B Full Council May 2026 Min Ref. AFC 023B	Annually at Annual Council
Gifts & Hospitality	Adopted FC 124C October 2021	As required
Habitual & Vexatious Complainant Policy	Adopted Min Ref. FC 840.3.4 March 2019	As required
IT Policy	Adopted FC 122B November 2025	As required
Investments Policy	Adopted 26.10.21 Min Ref. FC124C	As required
Meeting Etiquette	Adopted Full Council 20.8.19 F&P 16.6.20 Point 5.3	As required
Memorial Bench	Adopted Full Council 223.02.21 Min Ref. FC219.1	As required
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 Full Council 19 th May 2026 Min Ref: AFC 023E	As required
Procurement Policy	Adopted Full Council 12.12.23 Min Ref. FC154	As required

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	As required
Scheme of Delegation	Adopted Full Council 19.05.2026 Min Ref AFC 023D	As required
Snow and Ice	Adopted FC 170 January 2026	As required
Standing Orders	Adopted Full Council 19.05.2026 AFC 021	Annually at Annual Council
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 Full Council 26.07.22 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 Reviewed 17th March 2026	As required Action: To approve at FC retrospectively

COMMITTEE / SUB COMMITTEE TERMS OF REFERENCE

Committee	Meeting & Date Adopted	Min ref	Review Date
Parks & Open Spaces	Full Council May 2026	AFC 020	Annually at Annual Council
Finance & Policy	Full Council May 2026	AFC 020	Annually at Annual Council
Planning & Highways	Full Council May 2026	AFC 020	Annually at Annual Council
Community Development	Full Council May 2026	AFC 020	Annually at Annual Council
Personnel Sub Committee	Full Council May 2026	AFC 020	Annually at Annual Council
Chairs & Strategic Development Sub Committee	Full Council May 2026	AFC 020	Annually at Annual Council

Last updated: JM/GMD 06.07.26