Policies Review Table

Policy	Status	Review date
Allotments & Leisure Gardens Rules	**Adopted** 22 Nov 22 FC Min Ref FC140D	As required
Asset Register	**Adopted** May 2026 Min Ref AFC 024 Summary on Website: Asset Register	Annually at Annual Council Meeting
Business Continuity Plan	**Adopted** 28.09.21 FC107	As required – December 26 Working Party to review
CCTV	**Adopted** 17.08.21 Min Ref FC041	To be reviewed since SIA licences lapsed & SBC took monitoring
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 2026 Min Ref: AFC 023A	Annually at Annual Council Meeting
Community Grant Policy	**Adopted** 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 **GOING TO F&P NOV 26**	As required
Disclosure Barring Service (DBS)	**Adopted** FC 27 Oct 20 Min Ref. FC 123.3F	As required – to be reviewed at Personnel Sub Cttee Noc 26
Dog & Litter Bin Policy	**Adopted** Full Council FC 122C November 2025	As required

Emergency Planning	**Adopted** FC 122A November 2025	As required
Employee Handbook incs. Travel & Subsistence	**Adopted** July 2026 Min Ref FC 058B	As required
Financial & Operational Risk Assessment	**Adopted** Sep 2025 FC 083A	Annually - before 31st March (FYE)
Financial Regulations	**Adopted** May 2026 Min Ref AFC 022	Annually at Annual Council Meeting
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 2026 Min Ref. AFC 023C	Annually at Annual Council Meeting
Freedom of Information & Publication Scheme	**Adopted** Full Council May 2026 Min Ref. AFC 023B	Annually at Annual Council Meeting
Gifts & Hospitality	**Adopted** FC 124C October 2021	As required
Fire, Health & Safety	**Adopted** FC 212B March 2026	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 P&F 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	**Adopted** Full Council 24.08.24 FC088C	As required
Press Media & Communications Policy	**Adopted** Full Council 19th 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 18th 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 Meeting
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**~~	~~As required~~

	~~INCOPORATED INTO STAFF HANDBOOK JUL 26~~	
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

COMMITTEE / SUB COMMITTEE TERMS OF REFERENCE

Committee	**Committee Meeting & Date Adopted**	**Min ref**	**Date to be reviewed**
Parks & Open Spaces	Full Council May 2026	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Finance & Policy	Full Council May 2026	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Planning & Highways	Full Council May 2026	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Community Development	Full Council May 2026	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)
Personnel Sub Committee	Full Council May 2026	AFC 020	Start of Election Term / or if changes are made mid-term (May 2026)

Last updated: 11/11/26