



Current Policies and Document Control Management System
The Town Council has adopted, will comply with and will review on an annual basis:

Policy/Document	Adopted	Website	Review	Adopted
Standing Orders;	4 th Aug 2016	Y	Sept 2017	
Financial Regulations;	4 th Aug 2016	Y	Sept 2017	
Code of Conduct	2014	Y	Sept 2017	
Model Publication Scheme (adopted without modification)	5 th Jan 2017	Y	Sept 2017	
Information available under the MPS	4 th Feb 2016	FILE	Jan 2018	
Freedom of Information Act 2000	Annual renewal	FILE		
Data Protection Act 1998; Z9303797	Jan 2017			
Complaints Procedure;	5 th Jan 2017	Y	Sept 2017	
Grievance Procedure;	4 th Feb 2016	Y	Sept 2017	
Health and Safety Policy and Statement;	5 th Jan 2017	Y	Sept 2017	
Child Protection Policy;	4 th Feb 2016	Y	Sept 2017	
Equal Opportunities Policy;	5 th Jan 2017	Y	Sept 2017	
Equality Policy Statement;	5 th Jan 2017	Y	Sept 2017	
Internal Audit Effectiveness Review;	6 th Oct 2016	Y	Sept 2017	
CCTV Policy;	3 rd March 2016	Y	Sept 2017	
Press Policy;	4 th Feb 2016	Y	Sept 2017	
Filming, Videoing, photographing and Audio Recording at Council Meetings Policy;	4 th Feb 2016	Y	Sept 2017	
Ban of Mass Balloons and Sky Lanterns from Town Council owned land;	4 th Feb 2016	Y	Sept 2017	
Review of Risks of Legionnaires Disease;	4 th Feb 2016	Y	Sept 2017	
Terms of Reference for Committees. Sub-Committees and Working Groups;	2 nd Feb 2017		Sept 2017	
Terms of Reference for infrastructure Plan Working Groups: Community Hall Pavements & Cycle Ways Parking	2 nd Feb 2017	Y	Sept 2017	
Illegal Fly Posting;	4 th Feb 2016	Y	Sept 2017	
Community Engagement Policy;	5 th Jan 2017	Y	Sept 2017	
Retention of Documents Policy;	5 th Jan 2017	Y	Sept 2017	

Current Policies and Document Control Management System;	5 th Jan 2017		Sept 2017	
Grant Policy;	5 th Jan 2017	Y	Sept 2017	
Disciplinary Procedure;	5 th Jan 2017	Y	Sept 2017	
Risk Assessment Record and Procedure;	5 th Jan 2017	FILE	Sept 2017	
Appraisal Process (see Finance Committee ToFR) Form;	5 th Jan 2017	FILE	Sept 2017	
Action Plan;	Sept 2016	Y	Feb 2017	
Delegated Powers (Scheme of Delegation)	2 nd Feb 2017		Sept 2017	
Town Council Contracts;	2 nd Feb 2017	FILE	1 st April 2017	
Training Statement of Intent;		Y	Sept 2017	
Staff Training;	Ongoing	FILE	Ongoing	
Councillor Training;	Ongoing	FILE	Ongoing	
God Parent Scheme;(Lands Committee)	21 st Sept 2016	Y	Sept 2017	
Allotment Regulations (Lands Committee);	21 st Sept 2016	Y	Sept 2017	
Allotment Charges (Lands Committee) ;	21 st Sept 2016		Sept 2017	
Cemetery Regulations	21 st Sept 2016	FILE	Sept 2017	
Cemetery Charges (lands Committee):	21 st Sept 2016		Sept 2017	
Market Regulations and Charges – (PR&Markets Committee);	8 th Nov 2016	Y	Sept 2017	
Display Screen Equipment (DSE) Workstation checklist - Staff only- Finance Committee	Jan 2016	FILE	Jan 2017	
Manual Handling check list - Staff only – (Finance Committee)	Jan 2016	FILE	Jan 2017	