

On track completed Due within 3 months In development- no completion date set Overdue					
BUSINESS PORTFOLIO-					
Policy	2020	2021	2022	2023	2024
Code of Conduct	Sept 20	July 21	May Annual meeting	May Annual meeting	May Annual meeting
Communication policy			Jan 2022		
Financial regulations	Sept 20	July 21	May Annual meeting	May Annual meeting	May Annual meeting
Grant Awarding policy	Covid-19 related appendix April 20		Nov 2022		
Hire and use of halls policy	Annual review of charges	Annual review of charges	Dec 2022 Annual review of charges		
Infrastructure acquisition policy	Sept 2020			Sept 2023	
Safeguarding policy	Sept 2020			Sept 2023	
Standing Orders	Sept 2020	July 21	May Annual meeting	May Annual meeting	May Annual meeting
Use of land and licencing- proposed policy in construction Dec 2020		In development August 21			

Youth Plan- not on website	Review in progress Nov 2020 SC	Jan 2021- review still in progress			
PERSONNEL COMMITTEE					
Policy	2020	2021	2022	2023	2024
Complaints policy and procedure		July 21		Dec 2023	
Health and Safety policy	Sept 2020	May Annual meeting Aug 21 Review in progress- overdue	May Annual meeting	May Annual meeting	May Annual meeting
Mayor's handbook and civic protocol			Jan 2022		
Persistent and vexatious complaints policy			Feb 22		
Personnel Committee Terms of reference	August 2020	July 21	May Annual meeting	May Annual meeting	May Annual meeting
Staff Handbook		March 2021- Aug 21 review in progress			March 2024
PROPERTY PORTFOLIO					
Policy	2020	2021	2022	2023	2024
Flag flying policy		May 21			
CCTV- proposed policy in construction dec 2020		Aug 21 Policy in development			

PLANNING AND TRANSPORT PORTFOLIO					
Policy	2020	2021	2022	2023	2024
Neighbourhood Plan	Review 2020/21 in progress	Review 2020/21 in progress	As required	As required	As required
Neighbourhood plan policies					
ENVIRONMENT PORTFOLIO					
Policy	2020	2021	2022	2023	2024
Cemetery Regulations & fees		April 21 Annual review of charges	Annual review of charges	Annual review of charges	Annual review of charges Full review due
Memorial Trees and Benches	Nov 2020			Nov 2023	
GENERAL/ OFFICE PROCEDURES- Town Hall staff					
Document	2020	2021	2022	2023	2024
Freedom of information (foi) Publication Scheme General data protection regulations (gdpr) Consent Form Information and Data Protection Policy Privacy Policy Removable Media Policy Retention and Disposal Policy					

Retention and Disposal Schedule					
Travellers and unauthorised encampment policy	March 2020			March 2023	
Marking the Death of a Senior National Figure (not for public display)		April 2021	.		April 2024