

POLICY DOCUMENT CONTROL

On track completed

Due within 3 months

In development- no completion date set

Overdue

BUSINESS, FINANCE AND OPERATIONS PORTFOLIO					
Policy	2022	2023	2024	2025	2026
Code of Conduct (Local Government and Town Council)	May 22	May Annual Meeting	May Annual Meeting	May Annual Meeting	May Annual Meeting
Communication Policy	Jul 22			Jul 25	
Financial Regulations	May 22	May Annual Meeting	May Annual Meeting	May Annual Meeting	May Annual Meeting
Grant Awarding Policy	Oct 22			Oct 25	
Infrastructure Acquisition Policy		Sept 2023			
Standing Orders	May 22	May Annual Meeting	May Annual Meeting	May Annual Meeting	May Annual Meeting
Volunteers Policy	Mar 22			Mar 25	
Youth Plan - not on website	Feb 22			Feb 25	
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					

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PERSONNEL COMMITTEE					
Policy	2022	2023	2024	2005	2026
Complaints Policy and Procedure			Jun 24		
Health and Safety Policy	May Annual meeting	May Annual meeting	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	May Annual meeting (review Nov21)	May Annual meeting	May Annual meeting	May Annual meeting	May Annual meeting
Safeguarding Policy		Sept 2023			
Staff Handbook	Review in progress (last reviewed 2018)		Mar 24		

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PROPERTY AND LETTINGS PORTFOLIO					
Policy	2022	2023	2024	2025	2026
Flag Flying Policy	Nov 22			Nov 25	
Closed Circuit Television (CCTV) Policy	Sept 22		Apr 24		
Hire and Use of Halls Policy	Apr 22	Annual Review of Charges	Annual Review of Charges	Annual Review of Charges	Annual Review of Charges

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PLANNING AND TRANSPORT PORTFOLIO					
Policy	2022	2023	2024	2025	2026
Neighbourhood Plan	Review 2020/21 in progress	As required	As required	As required	As required
Neighbourhood Plan Policies (15/12/18)					

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ENVIRONMENT AND FACILITIES PORTFOLIO					
Policy	2022	2023	2024	2025	2026
London Road Lawn Cemetery Regulations	Apr 22	Annual Review of Charges	Annual Review of Charges Full review due	Annual Review of Charges	Annual Review of Charges
Memorial Trees and Benches Policy		Nov 2023			
Use of Land Policy	Mar 22			Mar 25	

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GENERAL/ OFFICE PROCEDURES - Town Hall Staff					
Document	2022	2023	2024	2025	
Travellers and Unauthorised Encampment Policy		Mar 23			
Marking the Death of a Senior National Figure (not for public display)	.		Apr 24		