

Appendix 1 to Standing Orders – 2024 05 13
Marks Tey Parish Council Core Documents & Policies

Document / Policy	Date Approved / Last confirmed as up to date	Minute Reference	Date for next review
Standing Orders	13/05/2024	2024/071	Annual Parish Council in May each year
Standing Orders - Appendix 1	13/05/2024	2024/071	Annual Parish Council in May each year
Financial Regulations	13/05/2024	2024/072	Annual Parish Council in May each year
ToR Community Events	09/12/2024	2024/145	Annual Parish Council in May each year
ToR Staffing & Premises	13/05/2024	2024/070	Annual Parish Council in May each year
ToR Planning & NHP	10/03/2025	2025/034	Annual Parish Council in May each year
ToR Finance	21/05/2024	2024/FIN031	Annual Parish Council in May each year
Code of Conduct for Councillors	11/07/2022	2022/137	Annual Parish Council in May each year
Regular Payments	13/05/2024	2024/074	Annual Parish Council in May each year
Asset Register	02/05/2023	2023/FIN019	Annual Return
Insurance	10/06/2024	2024/051	Renewal date 1 June
Meeting dates	13/05/2024	2024/073	Annual Parish Council in May each year
Business Continuity Plan	15/12/2022	2022/FIN047	Due
Policy Training	21/11/2022	2022/SP028	Due
Policy DBS eCRB Security	21/11/2022	2022/SP028	Due
Policy Recruitment of ex-offenders	21/11/2022	2022/SP028	Due
Policy Anti-Harassment and Bullying	21/11/2022	2022/SP028	Due
Policy Lone Working	21/11/2022	2022/SP028	Due
Policy Grievance	21/11/2022	2022/SP028	Due
Policy Equality and Diversity	21/11/2022	2022/SP028	Due
Policy Disciplinary	21/11/2022	2022/SP028	Due
Policy Absence and Sickness	21/11/2022	2022/SP028	Due
Policy Health & Safety	21/11/2022	2022/SP031	Due
Policy Photography (including sign)	21/11/2022	2022/SP032	Due
Policy Freedom of Information	11/01/2021	2021/018	Due
Policy Freedom of Information Publication Scheme	11/01/2021	2021/018	Due
Policy Complaints	20/07/2022	2022/SP007	Due
Policy Privacy	16/01/2023	2023/SP014	Due
Privacy Notice General	16/01/2023	2023/SP014	Due

Privacy Notice Volunteer	16/01/2023	2023/SP014	Due
Policy Retention, Storage & Destruction of Documents	16/01/2023	2023/SP014	Due
Policy Subject Access Request	16/01/2023	2023/SP014	Due
Policy Safeguarding	20/03/2023	2023/SP036	Due
Policy Computer Use	21/11/2022	2022/SP033	Due
Policy Internet Banking	23/01/2023	2023/007	Due
Policy Environment	11/04/2022	2022/064	Due
Policy Community Events Hall Usage	10/02/2025	2025/021	Due
GDPR Checklist for Councillors	16/01/2023	2023/SP014	Due
Risk Assessment Financial	15/05/2023	2023/080	Due
Risk Assessment Fire	30/07/2021	2021/PCM043	Due
Risk Assessment Parish Hall	30/07/2021	2021/PCM043	Due
Risk Assessment Manual Handling (including form)	30/07/2021	2021/PCM043	Due
Risk Assessment Lone Working	30/07/2021	2021/PCM043	Due
Risk Assessment Dog Fouling	30/07/2021	2021/PCM043	Due