

**Appendix 1 to Standing Orders – 8 June 2020**  
**Marks Tey Parish Council Core Documents & Policies**

<b>Document / Policy</b>	<b>Date Approved / Last confirmed as up to date</b>	<b>Date for next review</b>
Standing Orders	8 June 2020	To be confirmed at Annual Parish Council meeting each year
Financial Regulations	8 June 2020	To be confirmed at Annual Parish Council meeting each year
<b><u>Committee ToR &amp; Appointment of Members</u></b>		To be confirmed at Annual Parish Council meeting each year
Community Events	8 June 2020	
Staffing & Establishment	8 June 2020	
Planning	8 June 2020	
Parish Premises	8 June 2020	
Finance	8 June 2020	
Neighbourhood Plan Steering Group	8 June 2020	
Asset Register	27 January 2020	Annual Return to be confirmed at Annual Parish Council meeting each year
Regular Payments	8 June 2020	To be confirmed at Annual Parish Council meeting each year
Insurance	9 April 2020	Renewal date 1 June 2021 and /or to be confirmed at Annual Parish Council meeting each year
Meeting dates	8 June 2020	December each year to be confirmed at Annual Parish Council meeting each year
Training Policy	January 2021	January 2022
ECC eCRB 2 x Polices	27 January 2020	January 2021
Freedom of Information Policy / Publication Scheme	January 2021	January 2022
Grievance	12 October 2020	October 2021
Disciplinary	12 October 2020	October 2021
Absence & Sickness	08 June 2020	April 2021
Financial Risk Assessment	27 January 2020	January 2021
Press & Media	8 June 2020	April 2021
Health & Safety	27 January 2020	January 2021
Complaints Policy	12 October 2020	October 2021
Equal Opportunities	November 2020	November 2021
Anti-Harassment and Bullying Policy	November 2020	November 2021
1) Privacy Policy 2) General Privacy Notice 3) Privacy Notice for Staff, Councillors and Role Holders 4) Retention, Storage & Destruction of Documents Policy 5) Consent Form 6) Subject Access Request Policy	12 October 2020	October 2021
Code of Conduct	12 October 2020	October 2021

Lone Working Policy	12 October 2020	October 2021
Social Media Policy	November 2020	November 2021
Social Media Terms of Use Facebook	November 2020	November 2021
Photography Policy	27 January 2020	January 2021
Safeguarding	January 2021	January 2022
Computer Use Policy	January 2021	January 2022