

**Appendix 1 to Standing Orders – 10 May 2021**  
**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	10 May 2021	To be confirmed at Annual Parish Council meeting each year
Financial Regulations	10 May 2021	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	10 May 2021	
Staffing & Establishment	10 May 2021	
Planning	10 May 2021	
Parish Premises	10 May 2021	
Finance	10 May 2021	
Neighbourhood Plan Steering Group	10 May 2021	
Asset Register	12 April 2021	Annual Return to be confirmed at Annual Parish Council meeting each year
Regular Payments	10 May 2021	To be confirmed at Annual Parish Council meeting each year
Insurance	10 May 2021	Renewal date 1 June 2022 and /or to be confirmed at Annual Parish Council meeting each year
Meeting dates	10 May 2021	December each year to be confirmed at Annual Parish Council meeting each year
Training Policy	January 2021	January 2022
ECC eCRB 2 x Polices	February 2021	February 2022
Freedom of Information Policy / Publication Scheme	January 2021	January 2022
Grievance	June 2021	June 2022
Disciplinary	June 2021	June 2022
Absence & Sickness	June 2021	June 2021
Financial Risk Assessment	February 2021	February 2022
Business Continuity Plan	February 2021	February 2022
Press & Media	June 2021	June 2022
Health & Safety	February 2021	February 2022
Complaints Policy	June 2021	June 2022
Equality and Diversity Policy	August 2021	August 2022
Anti-Harassment and Bullying Policy	August 2021	August 2022
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	August 2021	August 2022

7) GDPR checklist for Councillors		
Code of Conduct – FULL COUNCIL	12 October 2020	October 2021
Lone Working Policy	June 2021	June 2022
Social Media Policy	August 2021	August 2022
Social Media Terms of Use Facebook	August 2021	August 2022
Photography Policy	February 2021	February 2022
Safeguarding	January 2021	January 2022
Computer Use Policy	January 2021	January 2022
Internet Banking Policy	June 2021	June 2022