

Sandford St Martin Parish Council
Policies and Procedures List

No	Name	Current revision	Last approval date
1	Standing Orders	D	04/05/2021
2	Financial Regulations	B	04/05/2021
3	Disciplinary and Grievance Policy	B	16/09/2021
4	Health and Safety Policy	A	16/09/2021
5	Sickness and Absence Policy	B	16/09/2021
6	Press and Media Policy	A	17/03/2022
7	Co-option Policy	A	17/03/2022
8	Complaints Procedure	A	04/05/2021
9	Equal Opportunities Policy	A	16/09/2021
10	Training and Development Policy	B	16/09/2021
11	Security Incident Response Policy	B	16/09/2021
12	Requests for Information Policy	B	09/12/2021
13	Document Storage, Retention and Destruction Policy	A	09/12/2021
14	Data Protection Policy	A	09/12/2021
15	Privacy Policy	B	09/12/2021
16	Compliments and Complaints Form	A	04/05/2021
17	General Privacy Notice	B	09/12/2021
18	Privacy Notice for staff, councillors & role holders	B	09/12/2021
19	Risk Assessment	Sep-21	16/09/2021
20	Freedom of Information Scheme	B	17/03/2022
21	Grants and Donations Policy	B	09/12/2021
22	Business Continuity Policy	A	11/03/2021
25	Virtual Meeting Procedure	B	17/03/2022
26	Code of Conduct	Jul-20	04/05/2021
27	Habitual and Vexatious Complaints Policy	A	11/03/2021
28	Community Engagement Policy	A	17/03/2022
29	Staff Recruitment and Retention Policy	A	17/03/2022
30	Expenses Policy	A	17/03/2022
31	Reserves Policy	A	17/03/2022
32	Gifts and Hospitality Register Guidance	A	17/03/2022

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Review date

May-22
May-22
Sep-22
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Mar-23
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