

Policy/Document	Required Legislation (if applicable)	Date of Full Council/Finance & General Services Approval	Review Due Date
Standing Orders	Local Government Act 1972, Schedule 12, paragraph 42 NALC Model Standing Orders (2025)	11 September 2025	In accordance with NALC requirements
Financial Regulations	Local Government Act 1972, s151 Accounts and Audit (England) Regulations 2015 NALC Model Financial Regulations	3 October 2024	In accordance with NALC requirements
Annual Governance & Accountability Return	Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015, reg 12	12 June 2025	4 June 2026
Bank Mandate - Signatories	N/A	12 June 2025	4 June 2026
Publication Scheme	Freedom of Information Act 2000 Local Government Transparency Code 2015	12 June 2025	4 June 2026
Risk Management Review	Accounts and Audit Regulations 2015, reg 3(c) and reg 4 Health and Safety at Work Act 1974	12 June 2025	4 June 2026
Fixed Assets Register	Accounts and Audit Regulations 2015, reg 4(3)(b) NALC Model Financial Regulations	12 June 2025	4 June 2026
Code of Conduct	Localism Act 2011, s27 and 28	12 June 2025	4 June 2026
Members' Registers of Interest	Localism Act 2011, ss26-34	Reminder to keep up to date - 12 June 2025	4 June 2026

Flag Flying	N/A	1 December 2022	16 July 2026
Scheme of Delegation	Local Government Act (LGA) 1972 s101	Pending approval	16 July 2026
Statement of Internal Controls – annual review	Accounts and Audit Regulations 2015, reg 4	31 July 2025	16 July 2026
Digital & Social Media Policy	N/A	27 July 2023	16 July 2026
Health & Safety Policy	Health and Safety at Work etc. Act 1974	27 July 2023	16 July 2026
Fixed Asset Policy	Accounts and Audit Regulations 2015, reg 3 and reg 4(3)(b) NALC Model Financial Regulations	27 July 2023	16 July 2026
Pensions and Retirement Policy	Local Government Pension Scheme Regulations 2013, regs 60 and 61	Pending Approval	16 July 2026
Freedom of Information and Document Retention	Freedom of Information Act 2000, s46 Data Protection Act 2018 UK General Data Protection Regulations Local Government Transparency Code 2015	7 September 2023	3 September 2026
Removeable Media	Data Protection Act 2018 UK General Data Protection Regulations, article 32	7 September 2023	3 September 2026
Thermal Imaging Camera Procedure	N/A	7 September 2023	3 September 2026

Transparency	Local Government, Planning and Land Act 1980, s2 Local Government Transparency Code 2015	19 October 2023	22 October 2026
Press & Media	N/A	19 October 2023	22 October 2026
Briefings and Consultation Procedure	N/A	19 October 2023	22 October 2026
Town Assembly procedure	Local Government Act 1972, Schedule 12, Paragraph 14 NALC Standing Order	18 June 2020	22 October 2026
Emergency Plan Review	Civil Contingencies Act 2004, s2(1)	5 December 2024	3 December 2026
Training & Development Policy	N/A	30 November 2023	3 December 2026
Community Engagement	N/A	30 November 2023	3 December 2026
Financial Reserves Policy	Local Government Finance Act 1992, ss31A, 42A and 49A	18 December 2025	17 December 2026
Community Forum Guidance	N/A	4 December 2025	14 January 2027

Sickness & Absence	N/A	11 January 2024	14 January 2027
Investment Strategy	Local Government Act 2003, s15(1)(a)	12 February 2026	4 February 2027
Internal Controls Policy	Accounts and Audit Regulations 2015, reg 3 and reg 6(1)(a)	29 February 2024	4 February 2027
Data Protection Policy	Data Protection Act 2018 UK General Data Protection Regulations, Article 5(2)	11 April 2024	15 April 2027
Complaints Policy	NALC guidelines?	11 April 2024	15 April 2027
Equality, Diversity and Inclusion Policy	Equality Act 2010, s149 Public Sector Equality Duty Equality Act 2010 (Specific Duties) Regulations 2011	11 April 2024	15 April 2027
Grievance & Disciplinary Policy	Employment Act 2008 ACAS Code of Practice 1: Discipline and Grievance	11 April 2024	15 April 2027
Calendar of Council Meetings	N/A	14 May 2026	13 May 2027
Harassment & Bullying	Equality Act 2010, s40A Health and Safety at Work etc. Act 1974 Localism Act 2011, s27	31 July 2025	July 2027

Community Infrastructure Levy Policy	Community Infrastructure Levy Regulations 2010 (as amended), s59(c) and 62(a)	24 October 2024	October 2027
Castle Pass Scheme	N/A	27 February 2025	February 2028
Chamber Usage Policy	N/A	27 February 2025	February 2028
Investment & Assets Policy	Local Government Act 2003, s15(1)(a) Statutory Guidance on Local Government Investments.	21 May 2026	May 2028
Biodiversity Policy	Environment Act 2021	16 April 2026	April 2029
IT Policy	Smaller Authorities Proper Practices Practitioners' Guide 2025 (Assertion 10)	16 April 2026	April 2029
Safeguarding Policy	Safeguarding Vulnerable Groups Act 2006	16 April 2026	April 2029
Project Support Grant Criteria	Local Government Act 1972, s137	21 May 2026	May 2029
Meeting Minutes	Local Government Act 1972, schedule 12, paragraph 41	Previous Minutes approved at each Full Council/Committee Meeting	-
Declarations of Acceptance of Office	Local Government Act 1972, Section 83	Completed May 2023 on election	Retain for term of office plus one year

Terms of Reference for Committees	Local Government Act 1972 ss101 and 102	-	-
Accounts – Rialtas Software	Local Audit and Accountability Act 2014, s3	Approved at each Full Town Council Meeting for the preceding month(s)	-
Employment Contracts	Employment Rights Act 1996, s1	Issued on acceptance of role	-
Job Description	Employment Rights Act 1996, s3	Evaluated by WALC January 2024 Accepted by Staffing Committee on 30 January 2024	-
Auto-enrolment Records	Pensions Act 2008, s60 The Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010	All staff enrolled in LGPS by way of resolution on 25 July 2024 Records retained	-