

MELBOURN PARISH COUNCIL

Finance and Good Governance Meeting : 20 June 2022

FG015 22 Policies to be published on website

Doc #	Name	Who
1.00	Member's Code of Conduct	Clerk
1.01	Complaints to Melbourn Parish Council – Councillors	Council
1.02	Complaints to Parish Council - Staff	Council
2.00	Standing Orders	Council
3.01	Declaration of Acceptance of Office	Clerk
3.02	Register of members interests (new CoC)	Clerk
3.03	Guidance on Completing Register of Interests	Clerk
3.04	Skills Audit	Clerk
3.05	Co-option Procedure	Clerk
3.06	Dispensation for Councillors	Clerk
3.07	Signatory List (CONFIDENTIAL – not for publication)	F&GG
4.01	Creation and Revision of Documents	F&GG
4.02	Safeguarding Children & Adults at Risk	F&GG
4.03	Community Grant Policy	Council
4.04	Councillors Expenses Policy	F&GG
4.05	Community Facilities and Services Equal Opportunities for Access	Maint
4.06	Gifts and Hospitality Policy	F&GG
4.07	Model Publication Scheme	Clerk
4.08	Policy & Procedure for the publication of Information	F&GG
4.09	Modern Slavery Statement	F&GG
4.10	Press and Media Policy	Council
4.11	Records Management and Disposal Policy	F&GG
4.12	Allotment Agreement	F&GG
4.13	Employee Personal Information	HR
4.14	Reserves Policy	Council
4.15	Community Engagement Policy	AC
4.16	Facebook Policy	AC
4.17	Financial Regulations	F&GG
4.18	Persistent Complaints	HR
4.19	Risk Management Policy	Council
4.20	Financial Risk Register	Council
4.22	Appointment of Contractors	Maint
4.23	Parish Estates – Safety Inspections	Maint
4.24	Strategic Vision	Council
4.25	Bee keeping : Allotments	Maint
4.26	Petty Cash	F&GG
4.27	Prepaid Debit Cards	F&GG
4.28	Environmental Protection	Council

4.29	Verification of Bank Reconciliations	F&GG
4.30	Effectiveness of Internal Audit	F&GG
4.31	Effectiveness of Internal Controls	F&GG
4.32	Investment Strategy 22-23	F&GG
4.33	Policy and Procedure - Income Receipts and Handling	F&GG
4.34	Policy and Procedure – Procurement of Goods and Services	F&GG
4.35	Policy and Procedure - Credit Card	F&GG
5.01	Employment – General Policy	HR
5.02	Equality & Diversity	HR
5.03	Harassment Policy	HR
5.04	Grievance Policy	HR
5.05	Disciplinary Policy	HR
5.06	Capability Policy	HR
5.07	Lone Working Policy	HR
5.08	Whistle Blowing Policy	HR
5.09	Training & Development Policy	Council
5.10	Health, Safety, Accessibility and Wellbeing Policy	HR
5.11	Appraisal Procedure	HR
5.12	Salary Review Policy and Procedure	HR
5.13	Recruitment Policy	HR
6.01	Finance & Good Governance – TOR	Council
6.02	Planning Committee – TOR	Council
6.03	HR Panel – TOR	Council
6.04	Melbourn Futures Working Party – TOR	Council
6.05	Melbourn Timebank Steering Group – TOR	Council
6.06	Maintenance Committee – TOR	Council
6.07	MCCR	Council
6.08	MAYD Joint Committee	MAYD
6.09	Melbourn Play Parks Working Party – TOR	Maint
6.10	Internal Audit – TOR	F&GG
6.11	Melbourn Futures WP -TOR	F&GG
6.12	Website Working Party – TOR	Council
6.13	Skate Park Working Party – TOR	Maint
8.02	Playparks – RA	Maint
8.03	Cemeteries – RA	Maint
8.04	Installation of use of MVAS – RA	Maint
8.05	Employment of Staff – RA	HR
8.06	Employment of Contractors – RA	Maint
8.07	Freedom of Information - RA	Clerk
8.08	Allotments – RA	Maint
8.09	Litter Picking: Staff and Service Providers- RA	HR
8.10	Litter Picking: Volunteers - RA	HR
8.11	Pavilion & Sports Pitches – RA	AC
8.12	Herbicide Spraying – RA	Maint
8.13	Pavilion Covid-19 – RA	Maint
8.14	Volunteer hedge planting – RA	Maint