




PROCEDURE: Parish Council Policy Review Schedule

- PURPOSE:** To ensure all Parish Council policies and other relevant documentation are reviewed and updated in a timely manner.
- SCOPE:** All documents related to Melbourn Parish Council that require regular review and/or updates.
- SCHEDULE:** This document should be updated and presented to every Annual Meeting of the Council with a view to commencing the yearly cycle of policy review.

Key to Colour Coding

-  Immediate review and update required. Policy is critical and/or out of date.
-  Review required but not critical.
-  No action required. Review due date not reached and/or document unlikely to change.

Doc #	Name	Review Due	Who
1.00	Member's Code of Conduct	04.27	Clerk
1.01	Complaints to Melbourn Parish Council – Councillors	02.23	Council
1.02	Complaints to Parish Council - Staff	02.23	Council
2.00	Standing Orders	05-26 05.27	Council
3.01	Declaration of Acceptance of Office	As updated	Clerk
3.02	Register of members interests	As updated	Clerk
3.03	Guidance on Completing Register of Interests	As updated	Clerk
3.04	Skills Audit	03.27	Clerk
3.05	Co-option Procedure	03.27	Clerk
3.06	Dispensation for Councillors	01.28	Clerk
3.07	Signatory List (CONFIDENTIAL – not for publication)	11.26	F&GG
4.01	Creation and Revision of Documents	04.29	F&GG
4.02	Safeguarding Children & Adults at Risk	09.25	F&GG
4.03	Community Grant Policy	07.27	Council
4.04	Councillors Expenses Policy	04.27	F&GG

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Date approved: ~~May-2025~~May 2026

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4.05	Community Facilities and Services Equal Opportunities for Access	06.26	Maint
4.06	Gifts and Hospitality Policy	04.27	F&GG
4.07	Model Publication Scheme	01-2605.27	Clerk
4.08	Policy & Procedure for the publication of Information	04.27	F&GG
4.09	Modern Slavery Statement	04.28	F&GG
4.10	Press and Media Policy	01.25	Council
4.11	Records Management and Disposal Policy	04.27	F&GG
4.12	Allotment Agreement	01.26	F&GG
4.13	Employee Personal Information	07.23	HR
4.14	Reserves Policy	04.27	Council
4.15	Community Engagement Policy	11.24	Clerk
4.16	Policy and Procedure for Use of Social Media	11.24	Clerk
4.17	Financial Regulations	08.26	F&GG
4.18	Persistent Complaints	06.22	HR
4.19	Risk Management Policy	01.27	Council
4.20	Financial Risk Assessment	11.26	Council
4.22	Appointment of Contractors	02.27	Maint
4.23	Parish Estates – Safety Inspections	09.26	Maint
4.24	Strategic Vision	04.27	Council
4.25	Bee keeping : Allotments	10.25	Maint
4.26	<i>Petty Cash (not required)</i>	-	F&GG
4.27	<i>Prepaid Debit Cards (not required)</i>	-	F&GG
4.28	Environmental & Biodiversity Policy	09.26	Council
4.29	Verification of Bank Reconciliations	04.27	F&GG
4.30	Effectiveness of Internal Audit	06.26	F&GG
4.31	Effectiveness of Internal Controls	06.26	F&GG
4.32	Investment Strategy 26-27	11.26	F&GG
4.33	Policy and Procedure - Income Receipts and Handling	07.27	F&GG
4.34	Policy and Procedure – Procurement of Goods and Services	10.23	F&GG
4.35	Policy and Procedure - Credit Card	04.27	F&GG
4.36	Information Data Protection Policy	11.24	Council
4.37	Asset Management Reserve Policy	04.27	F&GG
4.38	Subject Access Request Register	04.27	F&GG
4.40	Hub Financial Controls	08.24	Council
4.41	Lost Property Policy	09.27	Council
4.42	IT Policy	02.28	Council
5.01	Employment – General Policy	01.22	HR
5.02	Equality & Diversity	05.20	HR
5.03	Harassment Policy	05.20	HR
5.04	Grievance Policy	02.25	HR
5.05	Disciplinary Policy	03.25	HR

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5.06	Capability Policy	05.22	HR
5.07	Lone Working Policy	03.20	HR
5.08	Whistle Blowing Policy	06.23	HR
5.09	Training & Development Policy	04.20	Council
5.10	Health, Safety, Accessibility and Wellbeing Policy	03.24	HR
5.11	Appraisal Procedure	02.22	HR
5.12	Salary Review Policy and Procedure	03.23	HR
5.13	Recruitment Policy	02.20	HR
6.01	Finance & Good Governance – TOR	11.26	Council
6.02	Planning Committee – TOR	05-2605.27	Council
6.03	HR Panel – TOR	05-2605.27	Council
6.04	<i>Melbourn Futures Working Party – TOR (replaced with 6.11)</i>		
6.06	Maintenance Committee – TOR	05-2605.27	Council
6.08	MAYD Joint Committee	11.26	MAYD
6.09	<i>Melbourn Play Parks Working Party – TOR (disbanded 05/2023)</i>		
6.10	Internal Audit – TOR	04.27	F&GG
6.11	Melbourn Futures WP -TOR	04.27	F&GG
6.12	<i>Website Working Party – TOR (disbanded 2025)</i>		
6.13	<i>Skate Park Working Party – TOR (disbanded 2025)</i>		
8.02	Playparks – RA	04.27	Maint
8.03	Cemeteries – RA	04.27	Maint
8.04	MVAS – RA	04.27	Maint
8.05	Asbestos Management Plan	02.27	Maint
8.08	Allotments – RA	04.27	Maint
8.09	Litter Picking: Staff and Service Providers- RA	04.27	HR
8.10	Litter Picking: Volunteers – RA	01.18	HR
8.11	Pavilion & Sports Pitches – RA	04.27	Maint
8.12	Herbicide Spraying – RA	04.27	Maint
8.13	<i>Pavilion Covid-19 – RA (Not required)</i>		
8.14	Volunteer hedge planting – RA (review as needed)	02.23	Maint
8.15	General Risk Register	04.27	Council
8.16	First Aid Needs Assessment	10.25	Council