

Sandford St Martin Parish Council

Policies and Procedures List

No	Name	Current revision	Last approval date	Review date	
1	Standing Orders	F	13/05/2025	May-26	Annual
2	Financial Regulations	E	13/05/2025	May-26	Annual
3	Disciplinary and Grievance Policy	B	19/09/2024	Sep-26	Biennial
4	Health and Safety Policy	A	19/09/2024	Sep-26	Biennial
5	Sickness and Absence Policy	B	18/09/2025	Sep-27	Biennial
6	Press and Media Policy	A	20/03/2025	Mar-27	Biennial
7	Co-option Policy	A	20/03/2025	Mar-27	Biennial
8	Complaints Procedure	A	13/05/2025	May-26	Annual
9	Equal Opportunities Policy	A	18/09/2025	Sep-27	Biennial
10	Training and Development Policy	B	19/09/2024	Sep-26	Biennial
11	Security Incident Response Policy	C	18/09/2025	Sep-27	Biennial
12	Requests for Information Policy	B	12/12/2024	Dec-26	Biennial
13	Document Storage, Retention and Destruction Policy	A	12/12/2024	Dec-26	Biennial
14	Data Protection Policy	A	12/12/2024	Dec-26	Biennial
15	Privacy Policy	C	18/12/2025	Dec-27	
16	Compliments and Complaints Form	A	13/05/2025	May-26	
17	General Privacy Notice	C	18/12/2025	Dec-27	Biennial
18	Privacy Notice for staff, councillors & role holders	C	18/12/2025	Dec-27	Biennial
19	Risk Assessment	Sep-25	18/09/2025	Sep-26	Annual
20	Freedom of Information Scheme	B	20/03/2025	Mar-27	Biennial
21	Grants and Donations Policy	B	20/03/2025	Mar-27	Biennial
22	Business Continuity Policy	A	20/03/2025	Mar-27	Biennial
25	Virtual Meeting Procedure	B	19/03/2026	Mar-28	Biennial
26	Code of Conduct	Jul-20	13/05/2025	May-26	Annual
27	Habitual and Vexatious Complaints Policy	A	13/05/2026	May-26	
28	Community Engagement Policy	A	19/03/2026	Mar-28	Biennial
29	Staff Recruitment and Retention Policy	A	19/03/2026	Mar-28	Biennial
30	Expenses Policy	A	12/12/2024	Dec-26	Biennial
31	Reserves Policy	A	18/12/2025	Dec-27	Biennial
32	Gifts and Hospitality Register Guidance	A	19/03/2026	Mar-28	Biennial
33	Protocol for the marking of the death of a senior nationa	Sep-22			
34	Dignity at Work Policy	A	12/12/2024	Dec-26	Biennial
35	Internal Financial Control Policy	A	19/09/2024	Sep-26	Biennial
36	Internet Banking Payment Procedure	A	19/09/2024	Sep-26	Biennial
37	Asset Register		13/05/2025	May-26	Annual
38	Biodiversity duties	A	07/12/2023		
39	Employer Pension Discretionary Policy	A	18/12/2025	Dec-27	Biennial
40	Sexual and General Harassment Policy	A	12/12/2024	Dec-26	Biennial
41	IT Policy	A	18/09/2025	Sep-27	Biennial