

The Sampfords Parish Council

Kevin Kelson

Clerk & RFO

Email: clerk@thesampfords-pc.gov.uk

www.thesampfords-pc.gov.uk



Village Hall, Great Sampford,
Saffron Walden, CB10 2RL

Clerk's Report Parish Council Meeting 17th December 2024

1. Policies & Procedures¹

The following policies & procedures have been issued for review and require feedback / sign off

- Acceptable Use Policy
- **Asset Register & Disposal Policy**
- Co-opting Policy
- **Code of Conduct Policy**
- Code of Practice of Disciplinary & Grievance Policy
- Complaints Policy
- Data Protection Policy
- Disability Access Policy
- Document Retention Policy
- Equality & Diversity Policy
- **²Financial Regulations**
- Freedom of Information Policy
- Grant Issuance Policy
- Health & Safety Policy
- Information Management Policy
- Planning Policy
- Privacy Notice
- Procurement Policy
- **³Risk Management Policy**
- **⁴Roles & Responsibilities Policy**
- Social Media Policy
- **⁵Standing Orders**

¹ All Policies & Procedures must be signed off by each councillor.

² Currently under review by Cllrs. Welch & Swain

³ The Risk Assessment Register must be completed before the financial year end.

⁴ Roles & Responsibilities requires input for specific roles

⁵ Standing orders has been reviewed by Cllr. Swain and amendments made

- Training & Development Policy
- Whistleblowing Policy

Very little feedback to date.

Sign off sheets have been created for each policy to be completed by the Council.

2. Financial Software Proposal (subject to a separate document)