

Wonderland Town Council

Policy & Documentation List Suggested for a Town Council

Strategy

Business Plan/Action Plan
Annual Report
Risk Management Strategy
Statement on duties related to Biodiversity and crime & Disorder
Policy Plan

Planning

Parish Plan
Neighbourhood Plan
Scheme of Delegation

Facilities Services

Marketing Strategy
Events – (Litter pick etc.)
Recreational Ground and Play area
Rights of Way Standard

Operations

Standing Orders
Code of Conduct
Asset Register
Anti-Fraud and Corruption Policy
Audio recording, filming, photography and reporting of the Proceedings of Council and Committees
Risk Assessments
Communications Protocol
Complaints Procedure
Customer Care Policy
Document Management Policy or Record Keeping
Equal Opportunities
Equality & Diversity Policy
Emergency Planning
Environmental Policy
Flag Flying Policy
Guide to Meetings
Statement on Duties related to Bio-diversity and crime and Disorder
Lone and Isolated Working Policy
LGPS Discretions Policy Pension Fund
Community Engagement Statement of Intent
Mayor and Members Expenses Policy
Petitions Policy
Procedure for public sessions
Procedure for co-option of councillors
Work Station Equipment and Area Check
PAT Testing Equipment
Quality Policy
Strategic Risk Register
Vexatious Policy

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Finance

Annual Governance Statement
Credit Management Policy
Financial Regulations
Financial and Risk Assessment
Financial Management Strategy
General Revenue Reserves Policy
Grant Awarding Policies and Procedures
Insurance Internal Controls Audit and Review
Investment Policy
Mayors and members Expenses Policy
Paper & Electronic Communications Retention and Disposal Policy
Purchasing Procurement Policies
Treasury Management Policy
LGPS Discretion Policy - Pension Fund

Communications

Publicity Protocol
Freedom of Information, Publication Scheme
Data Protection
Information and Communications Technology IT Email, Internet and Phone Policy
Filming, Photographing, & Social Media Policy

People

Bullying and Harassment or dignity at work policy
Co-option Questionnaire
Child Protection and Vulnerable Adults
Flexible Working
Disciplinary & Grievance Policy
Toil and Leave Policy
Staff and Councillor Training and Development
Staff Recruitment and retention Policy
Officer Code of Conduct
Partnership Working Policy
RFO Duties and Responsibilities
Staffing Committee Terms of Reference
Statement on Leadership in Planning for the future
Statement on Performance Management of the Town Council
Statement on Staff Performance Management of the
Volunteers Policy