

Policy and procedural documents of the Parish Council			https://www.charminsterparishcouncil.gov.uk/the-council/policies-and-procedures/	
	Description if required	approved/reviewed	Comment	Action
Governance				
	Standing Orders	May-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-Standing-Orders-05-09-23.pdf	none
	Code of Conduct	May-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/Code-of-Conduct-.pdf	none
	Financial regs	Jul-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-Financial-Regulations-05-09-23.pdf	none
	Retention schedule		https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/Dorset-History-Centre-Retention-schedule-for-Parish-Council-	info
	Powers and duties		https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/Powers-and-duties-of-parish-councils.pdf	info
Councillors and Staff				
	Equality and Diversity	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-equality-diversity-policy.pdf	template used to be ratified
	Health and Safety	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-Health-and-Safety-policy.pdf	template used to be ratified
	Complaints Procedure	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-complaints-procedure.pdf	none
	Co-Option Policy	May-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/05/Co-option-Policy.pdf	none
	General Power of Competence information		https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/The-general-power-of-competence-empowering-councils-to-make-a-difference.pdf	info

	Homeworking	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-homeworking-policy.pdf	template used to be ratified
	Social Media policy	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-Social-Media-Policy-.pdf	template used to be ratified
	Anti Bullying and Harrassment policy	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-antibullying-and-harrassment-policy.pdf	template used to be ratified
	Training and Development	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/08/CPC-training-and-development-policy.pdf	template used to be ratified
	Grievance policy	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Grievance-Policy-2024-.pdf	template used to be ratified
	Disciplinary policy	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Disciplinary-Policy.pdf	template used to be ratified
	Accident Reporting Form	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-accident-reporting-form-2024.pdf	template used to be ratified
	Child Protection and vulnerable Adult	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/Child-Protection-and-Vulnerable-Adult-Policy.pdf	template used to be ratified
	Staffing committee TOR	Oct-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/Staffing-Committee-Aug-24.pdf	To be ratified by PC

Finance			
	Financial and Risk Assessment	May-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Financial-risk-assessment.pdf
	Investment Strategy		https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Investment-Strategy.pdf
	Donations Policy	May-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/05/CPC-Donations-Policy-03-10-23.pdf
	Grant awarding form	May-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/05/CPC-Grant-Awarding-Form.pdf
	Asset Register	May-24	Annually checked for Audit and ongoing now need to ensure all title deeds are available https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Asset-Register-2024.pdf
	Risk Assessments	May-24	Financial risk assessment is in place and monitored by the F & GP we currently hold annual asset inspections, these should be increased to every 6 months. Each event will have their own risk assesment i.e litter
	Terms of Reference of F & GP	Jul-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/ToR-for-Finance-and-General-Purposes-working-group.pdf
GDPR			
	Data Protection / Privacy Policy & Freedom of	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Data-Protection-and-Privacy-Policy-and-FOI-Policy.pdf
	Consent Form	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Consent-Form.pdf
	Subject Access Request Policy	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-Subject-Access-Request-Procedure.pdf
	Privacy Notice Staff and Cllrs	Sep-24	https://www.charminsterparishcouncil.gov.uk/wp-content/uploads/sites/116/2024/09/CPC-PRIVACY-NOTICE-STAFF-COUNCILLORS-AND-ROLE-
	Data Breach Policy	Sep-24	content/uploads/sites/116/2024/09/CPC-Data-Breach-Policy.pdf

KB to be ratified

done

done

Ongoing

Asset inspections every 6 months carried out by Clerk/ chair and vice

To be ratified by PC

template used to be ratified

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Comms				
	Communications Protocol		We have a social media policy but a communications protocol to be agreed	To look at suitable strategies from other PC's Cllr to assist?
	Emergency Planning		An Emergency Contingency Plan outlines procedures to be followed in case of emergencies, such as natural disasters or public health crises. Having a plan in place helps the council respond effectively and mitigate potential risks to the community	To look at other parishes - Cllrs to assist
	Procedure for public sessions			draft suggested TBA
Facilities Services				
	Marketing Strategy		Look at marketing the PC website and ongoing marketing of the Hall	
	Events – (Litter		Consider 2 events per year	Sept agenda
	Recreational Ground and Play area		Play inspections carried out weekly, these are visual inspections and a quarterly inspection by H & S inspector to meet	
	Rights of Way		RoWLO- info from Dorset Council	OG & SF to follow up
National Policies/Procedures for information				
	Transparency		All available on our website	
	Governance and Accountability for			
	Good Councillors			
	Finance and			
	Employers Guide			