

Section	Policy No	Policy Name	Approved Date	Committee	Review Date	
10Section A – The Council	1	Standing Orders App 1 – General App 2 – Agendas App 3 – Minutes	May 2023	Full Council		
	2	Financial Regulations	May 2023	Full Council		
	3	Procurement Policy	March 2021	Full Council		
	4	Scheme of Delegation	May 2023	Full Council		
	5	Business Continuity Plan	October 2022	Governance & Finance		
	6	Constitution*				
	7	Information Governance				
	7.1	GDPR	August 2022	Governance & Finance		
	7.2	Data Mgt & Audit Policy	August 2022	Governance & Finance		
	7.3	Model Publication Scheme	August 2022	Governance & Finance		
	7.4	Transparency Policy	August 2022	Governance & Finance		
	7.5	Computer Back Up Procedure	August 2022	Governance & Finance		
	8	Health & Safety				
	8.1	Health & Safety Policy	February 2023	Governance & Finance		
	8.2	Emergency Lighting & Testing		Moved to Procedures		
	9	Organisation & Procedures for the Council and Committees				
	9.1	Complaints Procedure	February 2023	Governance & Finance		
	9.2	ToR for all Committees	Annually at first meeting	P&H, G&F, TE, HR		
	9.6	Virtual Meeting Protocol	January 2021	Governance & Finance		
	9.7	Code of Conduct	January 2023	Full Council		
	9.8	Register of Members' Interests				
	9.9	Chair Acceptance of Office	May 2022	Full Council		
	9.10	Councillor Acceptance of Office	May 2022	Full Council		
9.11	Vice Chair Acceptance of Office	May 2022	Full Council			
9.12	Dignity at Work Policy	January 2023	Full Council			

Policy No	Policy Name	Approved Date	Committee	Review Date
9.13	Website Policy – adding Agendas and Minutes			
9.14	Website Policy – adding events			
9.15	Using Social Media & Broadcasting at Council Meetings Policy			
9.16	Councillor Officer Protocol	March 2023	Full Council	
10	Asset Management			
10.1	Asset Management	August 2022	Governance & Finance	
11	Council Charging			
11.1	External Organisations using STC Land and Property			
11.2	Old Court House Conditions of Use			
11.3	Old Court House Letting Policy App 1 – Old Court House Room Booking Conditions			
11.5	Room Hire Policy	August 2022	Governance & Finance	
11.6	Hire of STC Event Equipment			
11.7	Car Parking Policy			
11.8	Vehicle Parking Charges	July 2023	Governance & Finance	
11.9	Use of STC Land and Car Parks by Commercial and Other Organisations			
11.10	Provision of Markets Policy			
11.11	Use and Charging for Southwell Parks and Open Spaces			
11.12	Relationship Between STC and Organisations using STC Property App 1 – Apple Press Form			

	11.14	Market – Severe Weather Policy	May 2021	Town Environment	
	Policy No	Policy Name	Approved Date	Committee	Review Date
	12	Human Resources			
	12.1	New Staff Briefing Note			
	12.2	Grievance Procedure	March 2023	Human Resources	
	12.3	Recruitment Policy			
	12.4	Contract of Employment			
	12.5	Staffing Structure			
	12.6	Equality & Diversity Policy	January 2023	Human Resources	
	12.7	Staff Handbook	February 2024	Human Resources	
	12.8	Volunteer Policy	October 2022	Governance & Finance	
	12.9	Lone Worker Policy	February 2024	Human Resources	
	12.10	Safeguarding Policy	October 2022	Governance & Finance	
	12.11	Vexatious & Abusive Complaints Policy	February 2023	Governance & Finance	
	12.12	Disciplinary Procedure	March 2023	Human Resources	
	13	Communications & Media			
	13.4	Banners on the Burgage			
	13.5	Press & Other Media Relations Policy			
	13.6	STC Corporate Colour			
	13.7	Communications Policy			
	14	Environment			
	14.1	War Memorial Recreation Ground Pitches			
	14.2	Play Area Inspections Guidelines			
	14.3	Benches & Tables Policy	March 2023	Town Environment	
	14.4	Tree Policy	March 2023	Town Environment	
	14.5	Environmental Policy	October 2019	Full Council	
	14.6	Tree Management Policy	January 2024	Full Council	Jan 2025

	14.7	Tree Inspection Policy	January 2024	Full Council	Jan 2025
	15	Risk Assessment			
	15.1	Risk Assessment Policy			

	Policy No	Policy Name	Approved Date	Committee	Review Date
	15.3	Fire Risk Assessment Policy and Procedures App 1 – Fire Detection System Processes			
	15.4	Risk Management & Risk Register	June 2022	Governance & Finance	
Section B – Finance	1	Investment of Funds Policy	April 2021	Governance & Finance	
	2	S137 Grants Policy	April 2021	Governance & Finance	
	3	Use of Community Infrastructure Levy Policy	April 2021	Governance & Finance	
	4	Flood Mitigation Reserves Policy	April 2021	Governance & Finance	
	5	General Power of Competence	May 2021	Full Council	
	6	Reserves Policy	October 2022	Governance & Finance	
	1	Planning & Highways Policy	October 2022	Governance & Finance	
Section C – Planning & Highways	2	Road Naming Policy	October 2020	Planning & Highways	
	3	Footpaths Policy			
	4	Neighbourhood Plan			
	5	Planning Committee Administrative Process			

- Not required at present but keeping on file

Policies 1-5 & 8.1 to be approved at the Annual Meeting of the Town Council in May.

All other policies to be reviewed every two years unless legislation or practices change.