

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 July 2023, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies

2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. Minutes of Council Meetings

Approve the signing as a correct record, Full Council of 15 June 2023

4. Public Participation

Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.

5. Statutory Business

Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines

6. Financial Items

6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1

6.2 Receive reports (income, bank reconciliation, budgets) Item 6.2

6.3 Finance system – review to see if system fit for purpose – set up working group review and report back to Council Item 7

7. Policy Review: Meeting guidance document

8. Policy Review: Data Protection Policy and Business Continuity Policy need updating and suggest a small working group work on these before presenting to Council – set up a working group

9. Matters for information

Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 13/07/23

Full Council meetings 2023 - 20 July, 21 September, 19 October, 16 November. 2024 – 18 January, 15 February, 21 March

Newsletter deadlines: 07/09/23 for September issue; 09/11/23 for December issue; 07/02/24 for March issue; 08/05/24 for June issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 23/00506/TPO Received: Thu 15 Jun 2023 Validated: Tue 20 Jun 2023	Application for works to protected tree - Oak - reduce large limb away from house to suitable growing point 35 Greenside Euxton Chorley PR7 6AS	Std A1
Ref. No: 23/00500/FUL Received: Tue 13 Jun 2023 Validated: Tue 20 Jun 2023	Erection of a gazebo constructed with cedar wood frame and metal pitched roof in rear garden (retrospective) 3 Gleadhill House Gardens Euxton Chorley PR7 6NN	No observations related to planning.
Ref. No: 23/00491/DIS Received: Fri 09 Jun 2023 Validated: Fri 09 Jun 2023	Application to discharge condition no. 11 (off site public open space) of planning permission ref: 19/00794/OUT (Section 73 application to remove condition 15 (parking layout) of planning permission ref: 15/01092/OUT (Outline application for the erection of up to 9 dwellings all matters reserved save for access) Land North of The Railway Public House Wigan Road Euxton	The proposal appears to provide 2 off-street car spaces per dwelling. No objections.
Ref. No: 23/00530/OUTMAJ Received: Thu 22 Jun 2023 Validated: Thu 22 Jun 2023	Outline application for the erection of up to 16 dwellings, with all matters reserved except for access. Chorley Rugby Union Club Chancery Road Astley Village Chorley PR7 1XP	The application indicates that it will not have an adverse impact on sport and leisure facilities in the area. The loss of land to housing does not improve the sports area available and future development for sport facilities. The failures of the previous applications regarding the sports facilities should be considered. Affordable housing is necessary in the Euxton area and should be incorporated into the proposal if granted. The health of trees in Euxton is important to EPC. Trees removed or felled should be replaced in the ratio of one for every 10 years of growth of an existing tree.
Ref. No: 23/00534/FULHH Received: Thu 22 Jun 2023 Validated: Thu 22 Jun 2023	Two storey front extension, part single storey front extension, part two-storey front/side extension, and single storey rear extension with balcony above (following demolition of existing double garage) 22 Firbank Euxton Chorley PR7 6HP	There is insufficient detail about the extension. It is not clear if the extension increases the number of bedrooms. The existing parking space provided by a garage may not be maintained. Detailed plans should be provided to allow EPC to make comment.
Ref. No: 23/00569/FULHH Received: Tue 04 Jul 2023 Validated: Tue 04 Jul 2023	Erection of detached garage (following demolition of existing garage) 76 Wigan Road Euxton Chorley PR7 6JT	Std terms Bin 1

<p>Ref. No: 23/00532/DIS Received: Thu 22 Jun 2023 Validated: Thu 22 Jun 2023</p>	<p>Application to discharge condition no. 13 (details of play area equipment) of planning permission ref: 21/00635/REMAJ (Reserved matters application (appearance, landscaping, layout, and scale) for the erection of 131no. dwellings and associated infrastructure pursuant to outline planning permission ref: 19/00654/OUTMAJ / appeal ref: APP/D2320/W/20/3247136) Land Between Pear Tree Lane and School Lane Pear Tree Lane Euxton</p>	<p>Details of the play area and equipment. No observations.</p>
<p>Ref. No: 23/00536/NOT Received: Wed 21 Jun 2023 Validated: Wed 21 Jun 2023</p>	<p>Request under Section 106A of the Town and Country Planning Act 1990 (as amended) and the Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992 to modify a planning obligation (Affordable Housing) dated 2 March 2023 DXC Technology Euxton House Euxton Lane Euxton Chorley PR7 6FE</p>	<p>The application does not give details about the modification which is proposed. EPC suggests the CBC Core Strategy Policy 7 sets a target for 30% affordable housing and is appropriate for this development.</p>
<p>Ref. No: 23/00513/TPO Received: Sat 17 Jun 2023 Validated: Mon 26 Jun 2023</p>	<p>Application for work to a protected tree - Chorley BC TPO 7 (Euxton) 1994: Oak - Lateral reduction of branches overhanging garden of 31 Balshaw Lane by up to 1 metre. 31 Balshaw Lane Euxton Chorley PR7 6HX</p>	<p>The tree appears to be in the ownership of 5 Talbot Drive or 23 Regents Way. CBC should consider this application carefully to ensure the ongoing health of the tree.</p>
<p>Ref. No: 23/00536/NOT Received: Wed 21 Jun 2023 Validated: Wed 21 Jun 2023</p>	<p>Notification of intention to upgrade existing electronic communications apparatus including the removal of 6no. antennas and the installation of 6no. antennas, installation of 2no. microwave dishes and remote radio units on existing tower, replacement and installation of equipment within existing cabinet and associated minor ancillary works 02 Site Ref 10203 Telecommunication Mast Site Ref 10203 Runshaw Lane Euxton</p>	<p>Mobile phone mast immediately over Runshaw Lane motorway bridge. No observations.</p>
<p>Ref. No: 23/00565/DIS Received: Mon 03 Jul 2023 Validated: Mon 03 Jul 2023</p>	<p>Application to discharge condition nos. 8 (ecological mitigation) and 10 (scheme of highway works) of reserved matters consent ref: 19/00906/REM (Reserved matters application for the erection of 9 dwellings (appearance, landscaping, layout, and scale) pursuant to outline planning permission 15/01092/OUT (granted on appeal)) Land North of The Railway Public House Wigan Road Euxton</p>	<p>Bird and bat boxes plus agreement between developer and LCC for road. No observations.</p>

<p>Ref. No: 23/00555/DIS Received: Fri 30 Jun 2023 Validated: Fri 30 Jun 2023</p>	<p>Application to discharge condition nos. 4 (materials), 5 (estate street phasing), 6 (future management and maintenance of streets), 7 (construction details of streets), 11 (dwelling emission rates), 16 (construction environmental management plan) and 19 (employment and skills plan) of planning permission 20/01141/FULMAJ (Erection of 80no. dwellings, including houses and apartments (including 30% affordable) with associated infrastructure and school pick-up/drop-off car park). Former BAE Site Group 1 Parcel C1 And C2 Central Avenue Buckshaw Village</p>	<p>Aesthetic considerations of site and roads proposed to be adopted by LCC. No observations.</p>
<p>Ref. No: 23/00543/MNMA Received: Tue 27 Jun 2023 Validated: Tue 27 Jun 2023</p>	<p>Minor non material amendment to reserved matters consent ref: 21/00635/REMMAJ (Reserved matters application (appearance, landscaping, layout, and scale) for the erection of 131no. dwellings and associated infrastructure pursuant to outline planning permission ref: 19/00654/OUTMAJ / appeal ref: APP/D2320/W/20/3247136) involving the addition of an electricity sub-station Land Between Pear Tree Lane and School Lane Pear Tree Lane Euxton</p>	<p>Addition of sub-station opposite plot 56.</p>
<p>Ref. No: 23/00533/ADV Received: Thu 22 Jun 2023 Validated: Wed 28 Jun 2023</p>	<p>Application for advertisement consent for the display of 2no. non-illuminated board signs on School Lane and 1no. non-illuminated directional board sign on Euxton Lane Land Between Pear Tree Lane and School Lane Pear Tree Lane Euxton</p>	<p>Three boards – 6m x 3m board o/s Stansfield Dr. Euxton Lane. 5m x 1.9m at entrance to both entrances School Lane. No observations.</p>
<p>Ref. No: 23/00568/FULHH Received: Tue 04 Jul 2023 Validated: Tue 04 Jul 2023</p>	<p>Part single storey/part two storey side/rear/front extension and front porch (following demolition of existing garage) 39 Hawkshead Avenue Euxton Chorley PR7 6NZ</p>	<p>One additional bedroom (total 3). No observations.</p>

List of Payments made between 19/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/06/2023	Water Plus	70	15.57		Water
20/06/2023	RBS Bank	71	1.05		Charges
20/06/2023	RBS Bank	72	0.70		Charges
27/06/2023	C&W Berry Ltd	74	71.41		Hardware
27/06/2023	John Fynamore Ltd	75	1,440.00		Ditch works
27/06/2023	The National Allotment Society	77	66.00		Subscription
28/06/2023	Plusnet	73	7.49		Mobile
28/06/2023	Leaflet Delivery UK	76	384.00		Newsletter del'd May23
29/06/2023	Southern Electric	78	54.98		Electric - S'port Rd
30/06/2023	Unity Trust Bank	79	18.00		Bank charges
30/06/2023	British Telecom	80	207.80		Telephony/bb
01/07/2023	Easy Websites	82	98.40		Website/emails
01/07/2023	Chorley Business & Technology	83	444.00		Office
01/07/2023	Plusnet	84	7.49		Mobile
02/07/2023	EE Mobile & Broadband	85	93.34		Mobiles
04/07/2023	Amazon	86	20.24		Hardware
04/07/2023	Amazon	87	8.68		Hardware
04/07/2023	Amazon	88	15.20		Parts
04/07/2023	Amazon	89	15.20		Parts
04/07/2023	Amazon	89A	2.03		Parts
06/07/2023	Amazon	90	27.98		Hardware
07/07/2023	Amazon	91	31.98		Hardware
07/07/2023	Amazon	92	13.99		Parts
10/07/2023	Pole Green Nurseries	93	7.98		Flowers
10/07/2023	Safety Signs 4 Less	94	37.08		Safety signs
12/07/2023	Safety Signs 4 Less	95	45.36		Safety signs
20/07/2023	Water Plus	96	15.57		Water
20/07/2023	Highfield Nursery	97	44.80		Flowers
20/07/2023	John Fynamore Ltd	98	5,640.00		Balshaw safety repairs
20/07/2023	Marmax Recycled Products	99	1,066.80		Seats
20/07/2023	DWG (NW) Ltd	100	415.00		Planter sides
20/07/2023	Play Inspection Co	101	350.16		Play Ins annual
20/07/2023	B & S Chains Ltd	102	116.40		Swing chains
20/07/2023	Kompan Limited	103	119,858.34		Greenside All Weather
20/07/2023	TESCO	104	20.00		Fuel
20/07/2023	Pole Green Nurseries	105	6.29		Plants
20/07/2023	C&W Berry Ltd	106	43.75		Hardware
20/07/2023	Earth Anthors Ltd	107	1,466.50		Seat/picnic
20/07/2023	Various	110	6,783.74		Salaries July 2023
20/07/2023	HMRC	111	1,535.89		Tax & NI July 2023
21/07/2023	RBS Bank	108	0.70		Charges
21/07/2023	RBS Bank	109	1.75		Charges

Total Payments	<u>140,501.64</u>
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Detailed Income & Expenditure by Budget Heading 31/07/2023

Council Detail Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Employees</u>							
4000 Employees	(32,444)	(110,000)	77,556		77,556	29.5%	
<u>120 Housekeeping</u>							
1090 Income Publicity	359	0	(359)			0.0%	
4010 Payroll Services	0	(1,000)	1,000		1,000	0.0%	
4020 Office Premises	(1,480)	(5,000)	3,520		3,520	29.6%	
4070 Mileage	(856)	(3,000)	2,144		2,144	28.5%	
4075 Employee Training	0	(3,500)	3,500		3,500	0.0%	
4080 General Office	(1,861)	(5,300)	3,439		3,439	35.1%	
4090 Communications	(1,535)	(4,300)	2,765		2,765	35.7%	
4100 Insurance	0	(6,500)	6,500		6,500	0.0%	
4120 Audit	(373)	(1,500)	1,128		1,128	24.8%	
4130 Legal Fees/Planning Investig	0	(3,000)	3,000		3,000	0.0%	
<u>140 Council</u>							
4211 Councillor Training	0	(500)	500		500	0.0%	
<u>160 Grants/S137</u>							
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%	
4250 Grants	(6,000)	(11,795)	5,795		5,795	50.9%	5,000
4260 Christmas Celebrations	0	(1,500)	1,500		1,500	0.0%	
<u>180 Special Events/Projects</u>							
4300 Euxton Gala	(3,829)	(4,500)	671		671	85.1%	
4310 Road Safety/SPIDs	(4,680)	(1,000)	(3,680)		(3,680)	468.0%	
4340 Community Engagement	0	(2,500)	2,500		2,500	0.0%	
4350 ECO/Trees/Foot/Cycle	0	(5,000)	5,000		5,000	0.0%	
4380 Heritage Projects	0	(2,000)	2,000		2,000	0.0%	
4390 Defibrillator Project	(3,013)	(6,210)	3,197		3,197	48.5%	
4410 Royal Celebrations	(71)	(10,000)	9,929		9,929	0.7%	
<u>200 Amenity/Utility</u>							
1550 Income Allotments	3,244	0	(3,244)			0.0%	
1570 Income RRM	2,160	0	(2,160)			0.0%	
4500 Utilities	(1,072)	(3,000)	1,928		1,928	35.7%	
4510 Gardens/Planting/Competitions	(773)	(10,000)	9,227		9,227	7.7%	
4520 Allotments	(1,881)	(15,003)	13,122		13,122	12.5%	
4530 Millennium Green	(3,473)	(8,000)	4,527		4,527	43.4%	
4540 All Purpose Committee	0	(2,500)	2,500		2,500	0.0%	
4560 Multi/All Weather Greenside (n	0	(24,560)	24,560		24,560	0.0%	
4570 Amenity/Open Space RRM	(163,010)	(40,000)	(123,010)		(123,010)	407.5%	156,455
4581 War Memorial	0	(500)	500		500	0.0%	
4585 Street Sweeping Machine Fund	0	(4,500)	4,500		4,500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Council Detail Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4590 Yarrow Valley Path	0	(5,000)	5,000		5,000	0.0%	
<u>220 Other</u>							
1076 Precept	178,200	0	(178,200)			0.0%	
1080 Bank Interest Received	2,201	0	(2,201)			0.0%	
4600 Chapel Brook	0	(20,000)	20,000		20,000	0.0%	
Grand Totals:- Income	187,873	0	(187,873)			0.0%	
Expenditure	226,350	321,168	94,818	0	94,818	70.5%	
Net Income over Expenditure	(38,477)	(321,168)	(282,691)				
plus Transfer From EMR	161,455						
Movement to/(from) Gen Reserve	122,978						

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	30/06/2023		561.37
RBS High Interest	30/06/2023		63,095.53
RBS Debit Card	30/06/2023		4,000.00
Public Sector Deposit Fund	30/06/2023	62	136,226.56
Unity Trust (Current)	30/06/2023	64	63,104.05
Unity Trust (Saver)	30/06/2023	48	89,010.72
TSB	01/05/2023	50	0.01
Co-op	05/04/2023	19	1.41
			<u>355,999.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/05/2023 49 HMRC		1,668.27	
30/05/2023 50 Elan City Ltd		5,615.98	
			<u>7,284.25</u>
			348,715.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			348,715.40
			Balance per Cash Book is :- 348,715.40
			Difference Excluding Adjustments is :- 0.00
<u>Adjustments to Reconciliation</u>			
17/09/2020 112 TESCO		0.00	
			<u>0.00</u>
			Unreconciled Difference is :- 0.00

Current Bank A/c

Receipts received between 19/06/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked	20/06/2023	225.00						
	Busy Bodies Nursery	225.00			1090	120	225.00	Advert
Banked	30/06/2023	625.93						
	Unity Trust Bank	625.93			1080	220	625.93	Interest
Banked	30/06/2023	58.01						
	RBS	58.01			1080	220	58.01	Interest
Total Receipts:		908.94	0.00	0.00			908.94	

A PARISH COUNCIL MEETING

By law a Parish Council is required to abide by certain legal regulations. The following may offer some assistance to members of the public to understand how a Council Meeting works.

How is the Council made up?

A Parish Council is elected by the electorate of the area to serve as a body to decide upon and provide local facilities and fulfil requirements.

Euxton Parish Council is made up of 18 Councillor seats, managed by a Chairperson.

How are Meetings called and conducted?

By law, an agenda for a Parish Council meeting must be posted in a public place three clear days prior of the meeting date, similarly Councillors require three clear days notice and so is sent out a week before. Only business contained within the agenda can be considered at the meeting.

A Parish Council meeting is open to the public to attend, but is **not** a public meeting. This means that the meeting is held for the Council to conduct its business, in an atmosphere conducive to working and the public are permitted to attend to watch and listen to proceedings.

Are Residents allowed to speak or contribute?

It is not a necessity or requirement in law that the public are allowed to speak at a Parish Council meeting, but it is often good practice for a Parish Council to allow a section of time at the beginning, within or at the end of a meeting to hear residents' views. Euxton Parish Council does, when residents attend, set aside time for them to speak.

The public should note that councillors are not bound to answer any questions asked "there and then" and may defer to a written answer which would be published on the council website and may be promoted via social media. Under no circumstances will any decisions be made by the Council during the public session – a matter that arises under the public session may be added to the agenda of a subsequent council meeting or committee for full and proper consideration by members and ensure full notice of the matter to the public not at the meeting. The rules of debate during the public session are clear and are set out in the council's Standing Orders.

The public will be allowed to speak, at the given time, as long as it is clearly understood that they must not take part at any other time (see guidance overleaf).

What are Standing Orders?

These are a set of instructions to regulate the Council's business and proceedings, besides the statutes and laws laid down by Government, which govern how a Parish Council runs.

The term used by the Council, 'suspend Standing Orders' means it is suspending the official Council Meeting to allow it to be opened up for the public to offer its contribution before 'restoring Standing Orders' which is when it becomes again the official meeting and the public must not take part.

What about 'bad behaviour' at a Council meeting?

Councillors are bound by the Local Government Code of Conduct for Councillors and the Council's Standing Orders. They must conduct themselves properly and abide by the Chairperson's rulings. If not, they can be asked to speak no longer, be asked to leave the meeting, or be removed.

Item 7

Members of the public disturbing a Council meeting will be asked by the Chairperson to desist in any behaviour considered to be disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting, or be removed.

If a meeting becomes unmanageable because of interruption, or impossible to be continued due to disturbance or disregard for the Chairpersons instructions the Council can and will resolve to either close the meeting for a period of time or have the meeting recalled for another date.

Procedure for A MEMBER OF THE PUBLIC to speak or raise issues at Council meetings?

If at all possible, or feasible, make a call prior to the meeting to the Clerk to inform you wish to speak or raise an issue at a forthcoming Council meeting. This is because, if there is information the Clerk can bring along to the meeting or research before the meeting which may help with the query or the Councillors - the Clerk will be able to do this.

If you wish to raise an issue at a meeting.

1. Try to speak to the Clerk or Chairperson prior to the meeting start to inform you wish to speak or raise an issue in the public section, or if it is regarding a specific agenda item.
2. When the meeting reaches the agenda item of 'public participation', the Chairperson will announce that members of the public will be allowed to speak. At this point Councillors should not interrupt or debate issues with the public, but sometimes, if it is counter-productive not to, they may respond, but debate or long discussions should not take place between the public and the Council as this is the 'public' section. The Chairperson may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall the public participation section of the agenda will typically be limited to 20 minutes although the Chairperson may at their discretion extend this
3. When all the members of the public have spoken in the public participation section or the time period has elapsed, whichever is the sooner, the Chairperson will move onto the next item on the agenda.
4. During the public participation the Council may consider the item(s) raised by the public, and determine:
 - a) if it is a matter the Parish Council can legally consider and make any decisions on;
 - b) if it is a matter which can be referred by the Clerk to another authority, or;
 - c) if it is an item which will need a Council decision or expenditure and so would need to go onto a future agenda. The item will then be referred to a future agenda.

No legal decisions or expenditure can be made on any item raised at a meeting (by public or Councillor) because the item would not have been legally notified on an agenda in advance to the electorate or the Council.

Notes for Councillor consideration:

If the item being raised in the public section is of 'personal or prejudicial' interest to yourself, because maybe you live close, or will be affected etc. - you should be mindful to consider if you need to declare that interest officially and abide by guidance as to 'declaring an interest'.

The 'public participation' section is the opportunity for the public to interact with the Council and the time set aside should regarded as the public's time. Debating or disagreeing with points within the public section will eat into this time, and should be discouraged until the item is brought onto a future agenda for debate and decision.

Approved by Council 18 April 2019 | Revised Council 20 July 2023

POLICY AND DOCUMENT REVIEWS

Policy or Document	Created/reviewed last	Action/Note	Meeting Mins www	Web
Code of Local Government Conduct 2012 version*	Updated Code presented 19/05/22	None - unless Gov't update		✓
Freedom of Information Publication Scheme* 'FOI'	Reviewed last 16/03/23			✓
Standing Orders*	Reviewed last 17/09/20			✓
Financial Regulations*	Reviewed last 17/09/20			✓
Complaints & Vexatious Complaints Policy*	Reviewed last 16/02/23			✓
Anti Fraud & Corruption Policy*	Approved 21/07/22			✓
Financial Risk Assessment* ¹	Reviewed last 11/11/22			✓
Review of Effectiveness of the system of Internal Audit* ¹	Reviewed last 17/11/22			✓
Insurance Asset Register ¹	Reviewed last 31/03/23			✓
Audit Asset Register ¹	Reviewed last 31/03/22			✓
Insurance (policy and contents) ¹	Reviewed last 21/10/22			
Apologies protocol	Adopted 20/02/22			
Bullying & Harassment Policy	Created 17/09/09			
Business Continuity Plan	Reviewed last May13			
Committee System	Revised 18/08/11 Adopted 14/04/11 Adopted 17/09/20 Revised 19/03/15 Revised 18/04/19			
	All Purposes TOR Leisure TOR Personnel TOR Allotment TOR			
Communications Protocol	Reviewed 18/05/23			
Contracts List	Updated 15/11/18			
Data Protection Policy	Approved 15/10/09 Reviewed Sept11/Oct11	Needs revised document		✓

Document Retention List	Reviewed 18/05/23			
Equality & Diversity Policy	Approved 15/06/23			
Filming/Recording Council meetings guidance	Reviewed 20/04/23			✓
Grant Policy	Reviewed 20/01/22			✓
Grievance and Discipline Policy	Reviewed 20/10/22			
Health & Safety Policy	Reviewed 20/04/23			
Investment Policy	Reviewed 19/01/2023			✓
Lone Working Policy	Reviewed 19/01/2023			✓
Meeting Guidance (for public)	Approved 21/01/10 Reviewed Sept11/Oct11		20/07/23	✓
Member/Employee Protocol	Reviewed 20/04/23			
Representative Protocol	Created 17/09/09 Reviewed Sept11/Oct11/Aug13			
Training Policy	Reviewed 16/02/2023			✓
Vacancy Policy (Councillors/casual vacancy)	Reviewed 16/03/2023			✓
Volunteer Form, Checklist, suggested areas	Approved 15/06/23			

* Documents/Policies which are required.

¹ Should be reviewed annually prior to 31 March

This document is a Councillor aid to help identify the policies and documents the Council has in place and when they were introduced or reviewed last. Councillors can access all the documents which are ticked in the 'drive' column