

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 November 2025, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

AGENDA

- | | <u>Doc. Ref</u> |
|--|-----------------|
| 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 16 October 2025 | |
| 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 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 | |
| 5.1 Councillor vacancy | |
| 5.2 Planning - Consider planning report as circulated by the Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines | Item 5.2 |
| 6. Financial Items – as circulated | |
| 6.1 Approve Expenditures for this month, and any submitted after the agenda | Item 6.1 |
| 6.2 Receive finance reports circulated | Item 6.2 |
| 6.3 Appoint Internal Auditor for year end 31 March 2026 | Item 6.3 |
| 7. Review the Memorial Policy | Item 7 |
| 8. Receive the Policy List and consider what needs reviewing | Item 8 |
| 9. Matters for information | |
| <i>Notify the Chair prior to the meeting starts of any item to be raised 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.</i> | |

D. Platt
CLERK

Published: 14/11/2025

Full Council meetings: 2026 15 January, 19 February, 19 March, 16 April.

Newsletter deadlines: 07/02/26 for March issue, 08/05/26 for June issue; 07/09/26 for September issue; 07/11/25 for December issue:

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 25/00967/FULHH Received: Fri 10 Oct 2025 Validated: Fri 10 Oct 2025	Single storey rear extension, detached outbuilding, and access wall and gate. Willow Field Runshaw Lane Euxton Chorley PR7 6HA	No observations
Ref. No: 25/01007/PIP Received: Mon 20 Oct 2025 Validated: Tue 21 Oct 2025	Permission in principle application for the erection of up to nine dwellings and associated development The Elephant Dawbers Lane Euxton Chorley PR7 6EN	
Ref. No: 25/01006/MNMA Received: Fri 17 Oct 2025 Validated: Fri 17 Oct 2025	Minor non-material amendment to planning permission ref. 24/00805/FULMAJ (Change of use of the former Runshaw College Chorley Campus to a new Police Station for the Lancashire Constabulary alongside installation of a new 45m high telecommunications mast, reconfigured and extended parking facilities, access works, landscaping and boundary treatment) to change approved window specifications, change in jetwash positioning and repositioning of external lift platform Runshaw College Euxton Lane Euxton Chorley PR7 6AQ	No observations
Ref. No: 25/00995/FULHH Received: Thu 16 Oct 2025 Validated: Thu 16 Oct 2025	Two storey side extension with existing dormers extended to the front and rear, single storey rear extension, front porch 9 Hawkshead Avenue Euxton Chorley PR7 6NZ	Std. Bin 1
Ref. No: 25/00992/TPO Received: Wed 15 Oct 2025 Validated: Tue 21 Oct 2025	Application for work to a protected tree - Chorley BC TPO 3 (Euxton) 1981 A1; fell Ash in rear garden. 9 Euxton Hall Gardens Euxton Chorley PR7 6PB	Std 2 & 2a
Ref. No: 25/00989/NOT Received: Wed 15 Oct 2025 Validated: Wed 15 Oct 2025	Notification of intention to install 1no. 10m high medium wooden pole for the provision of fixed line broadband electronic communications apparatus 8 Beech Avenue Euxton Chorley PR7 6AZ	No observations
Ref. No: 25/00983/FULHH Received: Tue 14 Oct 2025 Validated: Tue 14 Oct 2025	Part two storey side, part single storey rear extension; dormers to front and rear (following demolition of existing rear extension, rear dormer, and front porch). 4 Kingsway Euxton Chorley PR7 6PP	Std C1
Ref. No: 25/00956/NOT Received: Wed 08 Oct 2025 Validated: Wed 08 Oct 2025	Notice of intention to install 1no. 9m medium wooden pole for the provision of fixed line broadband electronic communications apparatus Front Of 47 Talbot Drive Euxton Chorley PR7 6PD	No observations. It should be noted that there are currently poles on Talbot Drive between Nos. 13 & 15 and 19 & 21. Closer to 47 Talbot is another pole

		opposite Nos. 1 & 3 Queens Way. There is also a pole outside Nos. 51 & 53 Princess Way.
Ref. No: 25/01059/FULHH Received: Tue 04 Nov 2025 Validated: Tue 04 Nov 2025	Timber outbuilding to rear garden 6 Gleadhill House Gardens Euxton Chorley PR7 6NN	The building should not be used for sleeping accommodation.
Ref. No: 25/01054/FULHH Received: Sun 02 Nov 2025 Validated: Mon 03 Nov 2025	Erection of 8 street lights and creation of new site access and drop kerb (retrospective) 15 Washington Lane Euxton Chorley PR7 6DE	No observations
Ref. No: 25/01044/DIS Received: Thu 30 Oct 2025 Validated: Thu 30 Oct 2025	Application to discharge condition 6 (fences, walls and gates) attached to reserved matters permission 20/01142/REM (Reserved matters application (appearance, layout, scale and landscaping) for the erection of 3no. detached dwellings (Phases 3, 4 and 6a) pursuant to outline planning permission 15/00162/OUTMAJ (Outline application for a self-build residential development comprising up to 8 detached dwellings with all matters reserved save for access)) Euxton Mill Dawbers Lane Euxton	Small change to wall/fence. No observations.
Ref. No: 25/01058/FUL Received: Tue 04 Nov 2025 Validated: Mon 10 Nov 2025	Change of use of existing unit to facilitate provision of 4no. padel courts (Use Class E(d)) with associated ancillary cafe/deli and new door to southern elevation Unit K4 Buckshaw Link Ordnance Road Buckshaw Village Chorley PR7 7EL	The application does not appear to have sufficient car parking spaces for a mixed sport/retail facility. The players and the incoming players could occupy the 28 proposed car parking spaces. It does not take account of the staff or delicatessen customers. The proposed use of the first floor is not described in the application.

Euxton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		325,208.48
	ADD Receipts 01/04/2025 - 30/09/2025		269,826.18
	SUBTRACT Payments 01/04/2025 - 30/09/2025		595,034.66
			124,652.77
A	Cash in Hand 30/09/2025 (per Cash Book)		470,381.89
B	Cash in hand per Bank Statements		
	Petty Cash 30/12/2026	0.00	
	UTB (Current) 30/09/2025	21,812.72	
	UTB (Saving) 30/09/2025	184,826.40	
	CCLA 30/09/2025	152,029.57	
	RBS (Current) 30/04/2025	506.22	
	RBS (Saving) 30/09/2025	108,926.35	
	RBS (Debit) 30/09/2025	4,000.00	
	TSB 30/04/2025	0.01	
	Co-operative Bank 30/04/2025	1.45	
			472,102.72
	Less unrepresented payments		1,720.83
			470,381.89
	Plus unrepresented receipts		
B	Adjusted Bank Balance		470,381.89
	A = B Checks out OK		

RECEIPTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
	Salaries	28/08/2025 - 28/08/2025				Confidential					
8	Bank Interest	02/04/2025		CCLA	8	Interest	CCLA	X	568.35		568.35
12	Bank Interest	04/04/2025		Co-operative Bank	12	Interest	Co-operative Bank	X	0.01		0.01
1	Defibrillators	07/04/2025		UTB (Current)	1	Donation	Euxton Cricket Club	X	280.00		280.00
2	Allotment Income	08/04/2025		UTB (Current)	2	Allotment Rent	Go Cardless (EPC)	X	2,727.62		2,727.62
3	Allotment Income	09/04/2025		UTB (Current)	3	Allotment Rent	Go Cardless (EPC)	X	495.95		495.95
4	Allotment Income	10/04/2025		UTB (Current)	4	Allotment Rent	Go Cardless (EPC)	X	99.19		99.19
5	Precept	11/04/2025		UTB (Saving)	5	Precept & LCTG	Chorley Council	X	190,655.00		190,655.00
5	Council Tax Grant	11/04/2025		UTB (Saving)	5	Precept & LCTG	Chorley Council	X	1,709.00		1,709.00
6	General Office	11/04/2025		RBS (Debit)	6	Stationery	Viking Direct Ltd	S	0.01		0.01
13	Allotment Income	14/04/2025		UTB (Current)		Allotment Rent	Go Cardless (EPC)	X	49.49		49.49
9	Allotment Income	22/04/2025		UTB (Current)	9	Allotment Rent	Go Cardless (EPC)	X	99.19		99.19
7	CIL (Community Infrastructure	22/04/2025		UTB (Saving)	7	Community Infrastructure Levy	Chorley Council	X	37,138.21		37,138.21
11	Bank Interest	30/04/2025		RBS (Saving)	11	Interest	Royal Bank of Scotland	X	92.60		92.60
10	Allotment Income	30/04/2025		UTB (Current)	10	Allotment Rent	Go Cardless (EPC)	X	99.19		99.19
16	Bank Interest	02/05/2025		CCLA		Interest	CCLA	X	547.64		547.64
15	Allotment Income	02/05/2025		UTB (Current)		Allotment Rent	Allotment Plotholder	X	30.00		30.00
14	VAT Return	20/05/2025		RBS (Current)		VAT refund	HMRC	X	26,365.38		26,365.38
17	Bank Interest	30/05/2025		RBS (Saving)		Interest	Royal Bank of Scotland	X	88.27		88.27
18	Bank Interest	03/06/2025		CCLA		Interest	CCLA	X	551.31		551.31
19	Allotment Income	05/06/2025		UTB (Current)		Allotment Rent	Go Cardless (EPC)	X	89.36		89.36
20	Bank Interest	30/06/2025		RBS (Saving)		Interest	Royal Bank of Scotland	X	106.96		106.96
21	Bank Interest	30/06/2025		UTB (Saving)		Interest	Unity Trust Bank	X	1,426.96		1,426.96
22	Allotment Income	14/07/2025		UTB (Current)		Allotment Rent	Go Cardless (EPC)	X	99.19		99.19
24	Pitch rental	21/07/2025		UTB (Saving)		Pitch Rental	Euxton Girls FC	Z	2,160.00		2,160.00
23	Bank Interest	31/07/2025		CCLA		Interest	CCLA	Z	528.57		528.57
26	Bank Interest	31/07/2025		RBS (Saving)		Interest	Royal Bank of Scotland	Z	103.75		103.75
25	Amenity RRM	31/07/2025		UTB (Current)		Memorial gift	Resident GDPR	Z	673.00		673.00
31	Bank Interest	04/08/2025		CCLA		Interest	CCLA	X	541.96		541.96
30	Advert	20/08/2025		UTB (Saving)		Advert	Macaree RJ	X	110.00		110.00
29	Bank Interest	29/08/2025		RBS (Saving)		Interest	Royal Bank of Scotland	E	94.23		94.23
32	Bank Interest	02/09/2025		CCLA		Interest	CCLA	E	527.65		527.65
37	Allotment Income	12/09/2025		UTB (Current)		Allotment Rent	B Pykett	E	30.00		30.00
34	Advert	12/09/2025		UTB (Saving)		Advert	Hannah Lambert	E	204.00		204.00

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
35	Advert	15/09/2025		UTB (Saving)		Advert	D Court	E	120.00		120.00
33	Bank Interest	30/09/2025		RBS (Saving)		Interest	Royal Bank of Scotland	E	101.09		101.09
36	Bank Interest	30/09/2025		UTB (Saving)		Interest	Unity Trust Bank	E	1,313.05		1,313.05
40	Bank Interest	05/10/2025		CCLA		Interest	CCLA	E	502.88		502.88
39	Allotment Income	17/10/2025		UTB (Current)		Allotment Rent	J Stupples	E	3.50		3.50
38	Bank Interest	31/10/2025		RBS (Saving)		Interest	Royal Bank of Scotland	E	93.71		93.71
Total									270,426.27		270,426.27

Euxton Parish Council

Summary of Receipts and Payments

7 November 2025 (2025 - 2026)

All Cost Centres and Codes

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Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4	Insurance				7,250.00	6,876.28	373.72	373.72 (5%)
13	Audit Fees				1,700.00	1,269.00	431.00	431.00 (25%)
22	Grants				6,000.00	1,347.00	4,653.00	4,653.00 (77%)
23	General Office		0.01	0.01	7,688.00	5,925.92	1,762.08	1,762.09 (22%)
25	Premises (office)				5,000.00	2,727.85	2,272.15	2,272.15 (45%)
27	Legal/Advice fees				3,000.00		3,000.00	3,000.00 (100%)
36	Utility bills				4,500.00	2,062.86	2,437.14	2,437.14 (54%)
51	Training (Councillors)				500.00		500.00	500.00 (100%)
SUB TOTAL			0.01	0.01	35,638.00	20,208.91	15,429.09	15,429.10 (43%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
15	Allotment Income		3,822.68	3,822.68				3,822.68 (N/A)
18	Allotment expenditure					3,026.03	-3,026.03	-3,026.03 (N/A)
SUB TOTAL			3,822.68	3,822.68		3,026.03	-3,026.03	796.65 (N/A)

Amenity & Facility

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
16	War Memorial				500.00	43.12	456.88	456.88 (91%)
30	Safety				1,000.00	200.00	800.00	800.00 (80%)
31	Environment (spaces & improver				10,000.00		10,000.00	10,000.00 (100%)
32	Heritage				1,000.00		1,000.00	1,000.00 (100%)
33	Defibrillators		280.00	280.00	1,000.00	740.00	260.00	540.00 (54%)
35	Major Events				1,000.00		1,000.00	1,000.00 (100%)
37	Gardens/Planting				2,500.00	1,386.21	1,113.79	1,113.79 (44%)
38	All Purposes Committee				3,000.00	5.00	2,995.00	2,995.00 (99%)
39	Amenity/Open space RRM				45,000.00	22,667.15	22,332.85	22,332.85 (49%)
40	Street Machines				2,000.00		2,000.00	2,000.00 (100%)
41	ECO Initiatives (trees, foot, cycle				10,000.00		10,000.00	10,000.00 (100%)
66	Millennium Green					1,423.00	-1,423.00	-1,423.00 (N/A)
SUB TOTAL			280.00	280.00	77,000.00	26,464.48	50,535.52	50,815.52 (65%)

Communications

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
6	Newsletter income							(N/A)
14	Newsletter expenditure				6,000.00	2,808.00	3,192.00	3,192.00 (53%)
19	Community Engagement				2,500.00	603.50	1,896.50	1,896.50 (75%)
28	Christmas				2,500.00	9.22	2,490.78	2,490.78 (99%)
29	Gala				1,500.00		1,500.00	1,500.00 (100%)

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SUB TOTAL				12,500.00	3,420.72	9,079.28	9,079.28 (72%)
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Earmarked Reserve Funds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Greenside Parking				5,400.00	5,300.00	100.00	100.00 (1%)
43	Balshaw Villa land				6,132.00	63.95	6,068.05	6,068.05 (98%)
44	Elections/polls				10,000.00		10,000.00	10,000.00 (100%)
45	Ransnap Brook grant				279.00		279.00	279.00 (100%)
46	Land fund				80,000.00		80,000.00	80,000.00 (100%)
47	Grants (unspend)				1,617.00	285.42	1,331.58	1,331.58 (82%)
48	Emergency fund				25,000.00	100.00	24,900.00	24,900.00 (99%)
49	Grant (LCC Orchard)				2,199.00	2,006.57	192.43	192.43 (8%)
69	CIL (Community Infrastructure L		37,138.21	37,138.21	107,985.58		107,985.58	145,123.79 (134%)
SUB TOTAL			37,138.21	37,138.21	238,612.58	7,755.94	230,856.64	267,994.85 (112%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Precept	190,655.00	190,655.00					(0%)
10	Bank Interest		7,188.99	7,188.99				7,188.99 (N/A)
11	VAT Return	26,365.58	26,365.38	-0.20				-0.20 (0%)
20	Council Tax Grant	1,709.00	1,709.00					(0%)
21	Grants other							(N/A)
64	Pitch rental		2,160.00	2,160.00				2,160.00 (N/A)
65	Amenity RRM		673.00	673.00				673.00 (N/A)
67	Advert		434.00	434.00				434.00 (N/A)
SUB TOTAL		218,729.58	229,185.37	10,455.79				10,455.79 (4%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL					260,118.00	71,221.11	188,896.89	188,896.89 (72%)

Staffing Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	WFH				312.00	182.00	130.00	130.00 (41%)
24	Payroll Services				1,250.00	880.00	370.00	370.00 (29%)
26	Mileage				3,500.00	1,624.40	1,875.60	1,875.60 (53%)
50	Training (staff)				3,000.00	440.00	2,560.00	2,560.00 (85%)
60	Pension				36,000.00	2,020.74	33,979.26	33,979.26 (94%)

Euxton Parish Council
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SUB TOTAL				44,062.00	5,147.14	38,914.86	38,914.86 (88%)
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Summary

NET TOTAL	218,729.58	270,426.27	51,696.69	667,930.58	137,244.33	530,686.25	582,382.94 (65%)
V.A.T.					8,873.31		
GROSS TOTAL		270,426.27			146,117.64		

EUXTON PARISH COUNCIL

Policy with respect to memorial donations

1. Introduction

The Parish Council owns or controls a number of areas of land in the Parish (see Appendix) and receives requests for memorials to be located on these sites in memory of persons or events. The memorials most usually requested are of individual or groups of trees, with or without memorial plaques, benches, again with or without memorial plaques, or simply memorial plaques.

Whilst the Council is sympathetic to all such requests it is often placed in difficulties in responding as the requests are sometimes for memorials that do not accord with the Council's management strategies for the areas concerned. They could also create a precedent that make it difficult for the Council to refuse (If it wanted to) subsequent applications for similar memorials in the same or a different location. The Council, however, has no guidance that assists in responding to requests and this document seeks to remedy that deficiency.

The document sets down a number of general points of guidance and also, in the appendix, describes some of the particular issues that apply to each of the areas listed.

2. Guidance

a) Plaques

The Council will not, for any of its sites, accept simple memorial plaques for individuals. To do so would create a precedent that would make it difficult to refuse further requests.

Plaques commemorating events would be considered individually but would only be favourably viewed if they related to an event of Parish wide interest.

b) Benches, picnic tables etc

The Council welcomes donations of benches, picnic tables etc with or without memorial plaques, but only in locations where they would have practical value and would not be obtrusive in an otherwise attractive location.

The Appendix contains further guidance.

Donated benches must be able to withstand the severe treatment that they may receive in a public location and should be of the type which the Council currently provides for new and replacement seating. Benches are often located on the public highway for which Lancashire County Council is the responsible authority. The Parish Council will liaise with the County Council on the donor's behalf to seek approval to a proposed location and will assume responsibility for maintenance of the bench. If the equipment, in time, requires replacing due to damage or age, the Council will replace with its standard supply at the time.

c) Trees

The Council would welcome donation of individual trees or groups of trees, with or without memorial plaques. Donations must, however, respect the nature of the

recipient site and not conflict with it. Many sites, including those which already have trees, may not be suitable for tree planting or may not be suitable for particular types of tree. The appendix contains further guidance.

d) Planters

The Council welcomes donations of planters, with or without memorial plaques, provided that they are to the Council's current specification, and will assist in finding a suitable location. These are often on the public highway for which Lancashire County Council is the responsible authority. The Parish Council will liaise with the County Council on the donor's behalf to seek approval to a proposed location and will maintain and replant the planter under the planting scheme operating in the Parish. If the equipment, in time, requires replacing due to damage or age, the Council will replace with its standard supply at the time.

e) Flowers etc

The Council will not permit memorial sites to be further recorded by permanent or semi-permanent additions such as plants or objects made from non-biodegradable materials such as plastic, metal etc. These will be removed. Fresh flowers etc, preferably without wrapping, will be removed after a short interval.

f) Other donations

Other proposed donations and proposed donations of benches, planters etc which differ significantly from the Council's standard provision, as described above, would be considered individually.

This document will be reviewed periodically and changed if appropriate.

Appendix 1

Further information and advice on sites owned or controlled by the Euxton Parish Council which may be appropriate for donations.

1. Euxton Millennium Green

The Green is a large and very attractive area of pond and grassland dominated by surrounding trees and containing several informal planted copses of native trees. Although much of the grassland is regularly mown, the general appearance of the Green is a casual blend of trees and open spaces.

It could accommodate additional seating or further tree planting either of individual, additional small groups of native deciduous or additions to existing tree groupings.

Exotic individual trees, conifers or formal groupings of trees (eg avenues) are not considered appropriate.

2. Balshaw Villa Gardens

The small area of open space at the junction of Balshaw Lane and Wigan Road is semi formal and regular in its layout. Additional seating, tree planting etc, unless carefully sited, could make the site look crowded. These will only be considered on an individual basis.

3. Greenside Recreation Area

The playing fields could accommodate benches in various locations. It might be difficult to offer sites suitable for tree planting as the fields accommodate several sports pitches. The Bowling Green alongside the playing fields is owned by the Council and managed by the Euxton Community Bowls Club. It is surrounded by a secure fence and members of the public can only access the Green and its surroundings subject to the timetable of the Club, or by arrangement with the Council. The green is not openly available to members of the public. Any donations of seats etc would have to respect these restrictions.

4. Chapel Brook Land - land alongside Wigan Road
and adjacent to the Parish Church and Chapel Brook

The Council has recently purchased this land but has not yet developed a strategy for its future design and maintenance. The land is, however, likely to retain all existing trees that are in safe condition and is unlikely to offer any large spaces for alternative usage.

5. Children's play areas

The Children's Play areas owned by the Parish Council are at Balshaw Lane and Primrose Hill, alongside areas controlled by the Parish Council which are Greenside and Southport Road. There is unlikely to be room for groups of trees but may be scope for individual trees and seats. It might be difficult to protect young trees in these locations.

6. Land off Southport Road and the Skate Park

The land is not owned but controlled by the Parish Council. The Skate Park and its immediate surroundings east of the car park are unlikely to offer opportunities for seating and planting additional to that already there. The grassed area on the opposite side of the car park, which already has sheltered seating could accept limited further seating and individual tree planting.

POLICY AND DOCUMENT REVIEWS

Policy or Document	Created/reviewed last	Action/Note	Meeting Mins www	Web
Code of Local Government Conduct 2012 version*	Reviewed 22/11/2024	None - unless Gov't update		✓
Freedom of Information Publication Scheme* 'FOI'	Reviewed 16/03/2023			✓
Standing Orders*	Reviewed 18/09/2025			✓
Financial Regulations*	Reviewed 18/09/2025			✓
Complaints & Vexatious Complaints Policy*	Reviewed 16/02/2023			✓
Anti Fraud & Corruption Policy*	Reviewed 21/07/2022			✓
Financial Risk Assessment* ¹	Reviewed 17/10/2024			✓
Review of Effectiveness of the system of Internal Audit* ¹	Reviewed 17/10/2024			✓
Insurance Asset Register ¹	Reviewed 21/03/2024			
Audit Asset Register ¹	Reviewed 20/02/2025			✓
Insurance (policy and contents) ¹	Reviewed 19/09/2024			
Apologies protocol	Adopted 20/02/2022			✓
Business Continuity Plan	Reviewed 19/10/2022		20/3/25	✓
Committee System Leisure TOR Personnel TOR Allotment TOR All Purposes TOR Footpaths Sub-Committee TOR	Adopted 18/04/24 Revised 21/03/24 Revised 18/04/24 Revised 15/02/24 Adopted 15/02/24			✓
Communications Protocol	Reviewed 18/05/2023			✓
Contracts List	Reviewed 20/09/2023			
Document Retention List	Reviewed 18/05/2023			✓

Dignity at Work Policy (former Bullying & Harassment)	Adopted 16/11/2023			✓
Equality & Diversity Policy	Approved 20/09/2023			✓
Filming/Recording Council meetings guidance	Reviewed 20/04/2023			✓
Grant Policy	Reviewed 20/01/2022			✓
Grievance and Discipline Policy	Reviewed 20/10/2022			✓
Health & Safety Policy	Reviewed 20/04/2023			✓
IT Policy	Approved 19/06/2025			✓
Information & Data Protection Policy	Approved 18/01/2024			✓
Investment Policy	Reviewed 19/01/2023			✓
Lone Working Policy	Reviewed 19/01/2023			✓
Meeting Guidance (for public)	Reviewed 20/07/2023			✓
Member/Employee Protocol	Reviewed 20/04/2023			✓
Memorial Donations Policy	2021	2025		✓
Representative Protocol	Reviewed 19/10/2023			✓
Social Media Policy	Reviewed 16/11/2023			✓
Training Policy	Reviewed 16/02/2023			✓
Vacancy Protocol (Councillors/casual vacancy)	Reviewed 16/03/2023			✓
Volunteer Form, Checklist, suggested areas	Reviewed 15/06/2023			

* 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