

Normanby by Spital Parish Council

Documents and Policies

Parish Councils operate using rules and regulations, defined in the Local Government Act 1972, other Government Acts and Legislation applicable to Councils as Corporate Bodies. This document, lists policies, procedures and documents adopted by Normanby By Spital Parish Council.

Key	Colour
SR – Statutory	RED
AR – Audit Requirement	AMBER
BP – Best Practice	GREEN
Must Retain	PURPLE

Section/Policy/Document	Date Of Adoption/Description/Location	Status	Revision Status/Date	Next Revision Date
<u>BASIC GOVERNANCE</u>				
Standing Orders		AR/BP	02/09/2024 56/2024	September 2025
Financial Regulations		SR ¹	07/07/2025 48/2025	July 2026
Minute Book	Loose Leaf 'minute book' kept within safe storage	SR ²		Continual Review
Code of Conduct for Elected Members	Council's adopted Code as required by the Localism Act 2011	SR ³	May 2024	May 2025
Committee Structure Policy		BP		
Councillor Vacancy (Co-option Policy)		BP	05/09/2022	As Required
Councillor Attendance Register	Held by the clerk. Published Annually	BP		Continual Review
Health and Safety Policy	Published on web site	BP	07/07/2025 48/2025	July 2026
Members' Registers of Interests	A complete set of up to date registers of interest for all current councillors. Held by Clerk. Published on WLDC web site and copy held by Monitoring Officer	SR ⁴		Continual Review
Risk Register		AR		
Safeguarding Policy	Held by Clerk, published on web site	SR	12/05/2025 Min 32/2025	May 2026
Statement of Internal Controls	Held by Clerk, published on web site	BP	04/11/2024 Min 72/2024	November 2025
Volunteer Policy	Held by Clerk, published on web site	BP	07/07/2025 48/2025	July 2026
Whistle Blowing Policy	Held by Clerk, published on web site	BP		

¹ Local Government Finance Act 1990, s.50

² Local Government Act 1972, Sch 12, para 41

³ Localism Act 2011

⁴ Localism Act 2011

<u>OPENNESS AND ACCOUNTABILITY</u>				
Abusive, Persistent or Vexatious Complaints Policy	Held by Clerk, published on web site	BP	12/05/2025 Min 32/2025	May 2026
Anti Fraud and Corruption Policy	Held by Clerk, published on web site	BP		
Business Plan	Held by Clerk, published on web site	BP		
Communications Policy	Held by Clerk, published on web site	BP		
Community Engagement Policy	Held by Clerk, published on web site	BP		
Complaints Procedure	Held by Clerk, published on web site	BP	27/10/2020	
Confidential Reporting Policy	Held by Clerk, published on web site	BP		
Date Breach Policy	Hold by Clerk, published on web	BP	12/05/2025 Min 32/2025	May 2026
Data Protection Policy	Held by Clerk, published on web site	BP	12/05/2025 Min 32/2025	May 2026
Data Retention and Records Management Policy	Held by clerk and Published on Web site.	BP	17/11/2020	
Filming and Recording of Meetings Statement	Held by Clerk, published on web site	BP		
Publication Scheme under the Freedom of Information act 2000	Held by Clerk, published on web site	SR ⁵	04/07/2022	
Risk Management Policy	Held by Clerk, published on web site	BP	07/07/2025 48/2025	July 2026
Social Media Policy	Held by Clerk, published on web site	BP	04/01/2025 Min 09/2025	Jan 2026
Subject Access Request	Held by Clerk, published on web	BP	12/05/2025 Min 32/2025	May 2026
IT Policy	Guidance around emails	BP	12/05/2025 Min 32/2025	May 2026
<u>BURIAL AUTHORITY</u>				
Burial Ground Management Regulations	Held by Clerk, published on web site	SR	12/05/2025 Min 32/2025	May 2026
List of Cemetery Charges	Held by Clerk, published on web site	SR ⁶	12/05/2025 Min 32/2025	May 2026
Map of Graves/Cemetery	Stored in Owmbly church safe	SR ⁷	Ongoing	
Record of Exclusive Rights of Burial	Information retained electronically and stored in Owmbly church safe	SR ⁸	Ongoing	
Register of Burials	Stored in Owmbly church safe	SR ⁹	Ongoing	
Register of Graves	Stored in Owmbly church safe	SR ¹⁰	Ongoing	

⁵ Freedom of Information Act 2000, s.20

⁶ Local Authorities' Cemeteries Order 1977, part 15(3)

⁷ Local Authorities' Cemeteries Order 1977, s.8

⁸ Local Authorities' Cemeteries Order 1977, Sch 2 pt. II

⁹ Local Authorities' Cemeteries Order 1977, s.8

¹⁰ Local Authorities' Cemeteries Order 1977, s.8

<u>Employment and Personnel</u>				
Job Description	Held by clerk, issued to employees	SR		
Person Specification	Held by clerk, issued to employees	BP		
Written Statement of Particulars (Contract of Employment)	Held by clerk, issued to employees	SR ¹¹		
Holiday Records	Held by clerk and Personnel committee	BP		
Recruitment Policy	Held by clerk and Personnel committee	BP		
Employee Sickness Absence Reporting Form	Held by clerk and Personnel committee	AR		
Dignity at Work Policy	Held by clerk and Published on Web site	BP	04/01/2025 Min 09/2025	January 2026
Disciplinary and Grievance Policy	Held by clerk and Published on Web site	BP	04/11/2024 Min 72/2024	November 2025
Equality Policy	Held by clerk and Published on Web site	BP	07/07/2025 48/2025	July 2026
Information and Communication (ICT) Policy	Held by clerk and Published on Web site. Issued to all staff, members and volunteers	BP		
Maternity Policy	Held by clerk and Published on Web site. Issued to individual staff members as required	SR ¹²		
Paternity Policy	Held by clerk and Published on Web site. Issued to individual staff members as required	SR ¹³		
Pensions Policy	Held by clerk and Published on Web site. Issued to all staff	AR		
Personnel Committee ToR	Held by clerk and Published on Web site.	BP	07/07/2025 48/2025	July 2026
Sickness Absence Policy	Held by clerk and Published on Web site. Issued to all staff	BP		
Use of an Amanuenses	Held by clerk and Published on Web site.		02/09/2024 56/2024	As required
Training Policy (staff & councillor)	Held by clerk and Published on Web site. Issued to all staff	BP		
<u>ENVIRONMENT</u>				
Emergency Plan	Held by clerk and Published on Web site.	BP		
Environmental Policy	Held by clerk and Published on Web site.	BP		
<u>FINANCIAL</u>				
Accounts	Held in Excel by the clerk	SR ¹⁴		
Asset Register	Held by clerk and published on web site	AR	May 2024	May 2025
Bank Statements	Held by clerk	AR		

¹¹ Employment Rights Act 1996, pt. 1, s.1

¹² Maternity and Parental Leave Regulations 1999, SI 1999/3312

¹³ Maternity and Parental Leave Regulations 1999, SI 1999/3312

¹⁴ Accounts and Audit Regulations 2015, SI 2015/234

Cheque Books	Held by clerk	AR		
Paying in Books	Held by clerk	AR		
Finance & Audit ToR	Published on web site	BP	07/11/2022	November 2026
Invoices and Receipts	Held by clerk	AR		
Insurance Documents/certificate of Employers Liability	Held by clerk	AR		
Quotations and Tenders	Held by clerk	AR		
Record of Grants Made		AR\BP		
Reserves Policy	Held by clerk, published on web site	BP	DRAFT	
VAT Reclaim Record	Held by clerk	AR		
COMMUNITY PARK				
Record of Play Equipment Inspections	Held by clerk	BP		
Record of contractors insurance, including liability insurance	Held by clerk	SR/BP		
Terms of Reference for CPC	Held by clerk, published on web site	BP	07/07/2025 48/2025	July 2026
NEIGHBOURHOOD PLAN				
SG Terms of Ref		BP	12/05/2025 Min 32/2025	May 2026
PC Agreement		BP	12/05/2025 Min 32/2025	May 2026