

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 |
|---------------------------------------|---|-----------------|---------------------------|--------------------|
| BASIC GOVERNANCE | | | | |
| Standing Orders | | AR/BP | 01/09/2025 61/2025 | September 2026 |
| 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 2025 | May 2026 |
| 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 | 11/05/2026 Min 28/2026 | May 2027 |
| 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

| OPENNESS AND ACCOUNTABILITY | | | | |
|--|--|------------------|---------------------------|-----------|
| Abusive, Persistent or Vexatious Complaints Policy | Held by Clerk, published on web site | BP | 11/05/2026 Min 28/2026 | May 2027 |
| 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 | 11/05/2026 Min 28/2026 | May 2027 |
| Data Protection Policy | Held by Clerk, published on web site | BP | 11/05/2026 Min 28/2026 | May 2027 |
| 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 | 05/01/2026 Min 07/2026 | Jan 2027 |
| Subject Access Request | Held by Clerk, published on web | BP | 11/05/2026 Min 28/2026 | May 2027 |
| IT Policy | Guidance around emails | BP | 11/05/2026 Min 28/2026 | May 2027 |
| BURIAL AUTHORITY | | | | |
| Burial Ground Management Regulations | Held by Clerk, published on web site | SR | 11/05/2026 Min 28/2026 | May 2027 |
| List of Cemetery Charges | Held by Clerk, published on web site | SR ⁶ | 11/05/2026 Min 28/2026 | May 2027 |
| 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

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| <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 | 05/01/2025 Min 07/2026 | January 2027 |
| Disciplinary and Grievance Policy | Held by clerk and Published on Web site | BP | 03/11/2025 Min 84/2025 | November 2026 |
| 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 2026 | May 2027 |
| 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

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|--|--------------------------------------|-------|---------------------------|---------------|
| 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 |