

Document	Version	Year	Review date	Agreed Review Date
1 Planning policy and protocol		2019	2022	
2 Data Protection policy		2021	2024	
3 Recruitment policy		2021	2024	
4 Grants policy		2021	2024	
5 Safeguarding protocol		2021	2024	
6 Standing Orders		2023	2024	
7 CCTV	not drafted		2025	
8 Blue Lights Hall lease	not drafted		2025	
9 Northam Hall hire agreement		unknown	2025	
10 Boat Park licence		unknown	2025	
11 Car park (Appledore) (2020-2026) lease		2020	2025	
12 Anti-fraud policy		2022	2025	
13 Press and Media policy		2022	2025	
14 Social Media policy		2022	2025	
15 Recording of Meetings policy		2022	2025	
16 Handling Requests for Information		2022	2025	
17 Habitual or Vexatious Complaints policy		2022	2025	
18 Publication scheme	draft	2022	2025	
19 Environmental policy		2022	2025	
20 Complaints policy		2022	2025	
21 Death of a public figure		2022	2025	
22 Allotment tenancy agreement		2024	2025	
23 Flag Flying policy		2021	2026	
24 Lone Working policy		2023	2026	
25 Community Champions		2023	2026	
26 Financial Risk Assessment	0.2	2025	2026	
27 Financial Regulations	1.2	2025	2026	
28 Co-option policy	0.2	2024	2027	
29 Staff Handbook ('Green Book')		2024	2027	
30 Committee Structure and Terms of Reference	0.5	2025	2028	
31 Procurement policy	1.1	2025	2028	
32 Scheme of Delegation	0.5	2025	2028	
33 Training policy (learning agreement)	draft	2025	2028	
34 Northam Lions (2021-2030) lease		2021	2029	
35 Burrough Farm Allotments (2021-2031) lease		2021	2030	
36 Civic Regalia	0.2	2025	2030	

**notes :**

normal review cycle is 3 years

operational or sensitive documents are each year

less sensitive documents are every 5 years

tenancy agreements, hire agreements etc should be reviewed each year

members have requested Community Champions is reviewed this year (2025)