

**APPENDIX 1: KEY POLICIES, PROCEDURES & DOCUMENTATION REVIEW**

Checklist Ref No.	1A KEY POLICIES & PROCEDURES	Adopted?	Annual Review?	Last Reviewed	Approved By	Website		Comments	Recommendations
						Publ.	Dated		
2.1	Standing Orders	✓	✓	Oct-18	Council	✓	Dec-18		
2.3	Financial Regulations	✓	✓	Feb-19	Council	✓	Mar-18		
2.5	Equal Opportunities	✓	×	Feb-16	Council	✓	Feb-16	①	
2.13	Committee Terms of Reference								
	• Village Hall	✓	✓	01/05/18	Annual Mtg.	✓	May-08	④	
	• Environment	✓	✓	01/05/18	Annual Mtg.	✓	Apr-08	④	
	• Finance	✓	✓	01/05/18	Annual Mtg.	✓	Jul-11	④	
	• Human Resources	✓	✓	01/05/18	Annual Mtg.	✓	May-17	④	
	• Parks Management	✓	✓	01/05/18	Annual Mtg.	✓	x		②
	• Planning Scrutiny	✓	✓	05/03/19	Council	✓	05/09/17	Amended re: Neighbourhood Plan	Needs latest version on w/s
	• Library Management	✓	✓	01/05/18	Annual Mtg.	✓	02/06/15	④	
	• Old School Project	✓	N/A	01/05/18	Annual Mtg.	✓	16/01/18	④	③
• NP Advisory	✓	✓	01/05/18	Annual Mtg.	✓	May-17	④		
3.2	Risk Assessment	✓	✓	05/03/19	Council	✓	Mar-18	Current version on website	
3.6	Statement of Internal Control	✓	✓	05/03/19	Council	✓	Mar-19	AKA 'Annual Review of Financial Controls'	
4.3	Reserves Policy	✓	×	01/08/17	Council	✓	Aug-17	①	
13.2	Code of Conduct	✓	×	04/09/12	Council	✓	Mar-18	①	
13.3	Complaints Policy	✓	×	Mar-16	Council	✓	08/01/18	①	
13.5	Model Publication Scheme	✓	×	02/10/18	Council	✓	x	①	②

① = Reviewed as and when necessary.

② = Consider including the date the policy was last reviewed/updated on the copy published on the Council's website.

③ = Disbanded in 2018, following completion of the Old School Project, therefore terms of reference should be removed from the Council website.

④ = Committee terms of reference were considered at the 2018 Annual Meeting but not separately minuted.

**APPENDIX 1: KEY POLICIES, PROCEDURES & DOCUMENTATION REVIEW**

Checklist Ref No	1B INSURANCE SCHEDULE	Renewal Date	Brokers	Insurer	Contract Term	Key Assets Covered?	Comments	Recommendations
3.5	General insurance policy	01/10	n/a	Zurich	3 years to 31/09/19	✓		
3.5	Motor insurance policy	01/04	n/a	Zurich	Annual	✓		

Checklist Ref No	1C BANK MANDATE	Bank Accounts	Account Type	Mandate Last Updated	Authorised Signatories on Mandate		Current Council Signatories	Mandate Up To Date?	Comments	Recommendations
					Council	Clerk/RFO				
7.4	Handelsbanken	Business Current Account	Current a/c	Mar-18	6	n/a	6	✓	①	Check to ensure the mandate is still up to date following the May 2019 local council elections.
			Corporate Debit Card	2016	-	1	-	✓	Expenditure debited immediately to Current account	
7.4	Handelsbanken	Business Deposit Account	Deposit account	Mar-18	6	n/a	6	✓		

① = The Clerk is not an authorised signatory on the mandate but is recognised by the bank for administrative and communication purposes and for setting up direct debits.