



List of MPC Policies & Procedures 2024/25

Amenities Policies

To be reviewed annually in January/February by Amenities Committee and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed	Review Date
Biodiversity Policy	12 th December 2023 12 th March 2024	March 2025
Environmental Policy	14 th March 2023 12 th March 2024	March 2025
Events Policy	11 th July 2023 12 th March 2024	March 2025
Memorial Safety	26 th September 2017 24 th April 2018 28 th May 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Noticeboard Policy	8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Open Spaces & Hiring Policy – Southons Field and Marden Playing Field	29 th March 2016 24 th April 2018 28 th May 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Southons Field Beacon	November 2018 28 th May 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Stall Holders for MPC Events	December 2019 6 th April 2021 8 th March 2022 14 th March 2023 Amended 11 th July 2023 12 th March 2024	March 2025

Tree Management Policy	6 th April 2021 12 th April 2022 14 th March 2023 12 th March 2024	March 2025
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Council Policies

To be reviewed annually at the February Full Council Meeting and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed/Reviewed	Review Date
Asset Register Policy	6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
CCTV Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Communication Policy <i>Previously Social Media and Website Policy)</i>	12 th March 2024	
Community Engagement Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Complaints Handling Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Co-option Procedure	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Equality & Diversity Policy <i>Moved to HR Employee Handbook</i>	June 2019 6 th April 2021 8 th March 2022	March 2025
Filming & Recording of Meetings Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025

Freedom of Information: Scheme of Details	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Freedom of Information: Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Freedom of Information: Request Form	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Gifts and Hospitality Policy	12 th March 2024	
Granting of Dispensation Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Habitual & Vexatious Complainants Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Health & Safety Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
High Consequence Infectious Diseases Policy	6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Learning & Development Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025

Meetings Attendance Policy	10 th May 2022 14 th March 2023 12 th March 2024	March 2025
Newsletter Policy	June 2019 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Officer & Councillor Protocol	6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Press & Media Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Public Participation Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Risk Management Scheme	6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Scheme of Delegations	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Social Media and Website Policy Now Communication Policy	6 th April 2021	March 2022
Standing Orders	November 2018 March 2020 April 2021 8 th March 2022	March 2025
Travel and Subsistence Policy	20 th August 2018 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025

Vehicle Policy <i>(moved to HR Policies)</i>	June 2019 6 th April 2021 8 th March 2022	N/A
Virtual Meetings Policy	March 2020 6 th April 2021 Currently under review	March 2025

Finance Policies

To be reviewed annually at the January/February Finance Committee and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed	Review Date
Budget Virement Policy	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Banking Policy <i>(previously Electronic Payments Policy)</i>	9 th May 2017 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Debit Card Policy	12 th March 2024	
Financial Regulations	10 th May 2016 10 th January 2017 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Financial Regulations Responsibilities	As above	As above
Financial Risk Assessment	11 th July 2017 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Grant Request form	N/A	N/A
Grant Awarding Policy	12 th May 2015 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Internal Financial Control Policy	9 th May 2023 12 th March 2024	March 2025
Investment Policy	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025

Medium Term Financial Plan	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Reserves Policy	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025

GDPR Policies

To be reviewed annually at the February Full Council Meeting and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed	Review Date
Breach Notification Policy	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Document Retention & Disposal Policy	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – General	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Employees	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Play Scheme	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Volunteers	March 2020 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Vulnerable People	March 2020 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Subject Access Request Policy	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Subject Access Request Procedure	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025

HR Policies

To be reviewed annually at the January/February HR Sub-Committee and adopted at the March Full Council meeting unless amended required during the year

From 1st December 2022 Marden Parish Council employed the services of Peninsula for the HR Support for the next 3 years. The following policies are adapted from those provided from Peninsula.

Policy Name	Agreed	Review Date
Employee Handbook Comprising of the following policies: Salaries & Wages Holiday Entitlement Sickness/Injury Other Benefits Safeguards Email/Internet Standards Health, Safety & Welfare Lone Worker General Terms and Procedures Pandemic Policy Anti-Bribery Policy Whistle-Blowers Capability Procedures Disciplinary Procedures Cap/Disc Appeal Procedures Grievance Procedures Dignity at Work (NALC) Equality, Inclusion & Diversity Termination of Employment	12 th March 2024	

Other HR Documents

Council Vehicle Rules	9 th May 2023 12 th March 2024	March 2025
Volunteer Agreement	9 th May 2023 12 th March 2024	March 2025
Insurance Disclaimer for workers and self-employed	N/A	
Contract for Services for self-employed trader	N/A	
Deductions from Pay Agreement	N/A	
Issuing Employment Documentation (Employer Guidelines)	N/A	

48 Hour Opt-Out Agreement	N/A	
Workplace Stress Policy	9 th May 2023 12 th March 2024	March 2025
Display Screen Equipment Policy	9 th May 2023 12 th March 2024	March 2025

Planning Policies

To be reviewed annually at the February Planning Committee meeting and adopted at the March Full Council meeting unless amendments required during the year

Policy Name	Agreed	Review Date
Planning Policy No. 1 Guidance for Committee Members and the Public	11 th June 2013 6 th June 2017 3 rd April 2018 4 th June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Planning Policy No. 2 Enforcement Procedure	11 th June 2013 6 th June 2017 3 rd April 2018 4 th June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Planning Policy No. 3 Developer Contributions	6th June 2017 3rd April 2018 4th June 2019 6th April 2021 Deleted March 2023	N/A
Planning Policy No. 4 Gypsy Caravan Sites	11th June 2013 6th June 2017 3rd April 2018 4th June 2019 6th April 2021 8th March 2022 Deleted March 2023	N/A
Planning Policy No.3 Developer/Applicant Pre- Application Meetings <i>(Renumbered March 2023)</i>	7 th January 2020 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Planning Policy No. 4 Marden Village Design Statement <i>(Renumbered March 2023)</i>	2001	Not reviewed Published document