

TOLLER PORCORUM PARISH COUNCIL

Full Parish Council Meeting | Wednesday 11 March 2026

Appendix D – Policy updates

Minute reference: 26/03-8

Financial Regulations (available on website)

Study by the clerk for CiLCA identified an error between Financial Regulations and Standing Orders. This can be corrected by approving the following update.

Update section 6.8 by inserting the clause below as new 'i':

- i. any payments of up to £500 excluding VAT, within an agreed budget.

Recommendation: **approve**

DRAFT Data Audit and Schedule – Appendix E

NEW. Part of appropriate data protection measures required by Assertion 10 of 2025/26 AGAR.

Recommended as an internal document by NALC to support compliance with UK GDPR. Purpose is to map personal data the council holds, the lawful bases for doing so and TPPC's internal processes for personal data.

Review period: annual (review again in May 2027 and every year thereafter)

Recommendation: **adopt**

DRAFT Data Protection Policy – Appendix F

NEW. A legal requirement and important to have in place in order to pass data protection measures required by Assertion 10 of 2025/26 AGAR.

Review period: annual (review again in May 2027 and every year thereafter)

Recommendation: **adopt**

DRAFT Freedom of Information Policy – Appendix G

NEW. A legal requirement and important to have in place in order to pass data protection measures required by Assertion 10 of 2025/26 AGAR.

Review period: annual (review again in May 2027 and every year thereafter)

Recommendation: **adopt**

DRAFT Retention and Disposal Policy – Appendix H

NEW. A legal requirement and important to have in place in order to pass data protection measures required by Assertion 10 of 2025/26 AGAR.

Review period: 2 years (review again in May 2028 and every 2 years thereafter)

Recommendation: **adopt**

DRAFT Accessibility Statement – Appendix I

NEW. A legal requirement for public authority websites. Important to have in place in order to pass digital compliance measures required by Assertion 10 of 2025/26 AGAR.

Review period: annual (review again in May 2027 and every year thereafter)

Recommendation: **adopt**