

**To review the Town Council's Policies and Procedures and consider any actions and associated expenditure.**

Here is an overview of the policies and procedures that have been reviewed throughout the year by the appropriate committee / sub committee together with suggested amendments to be considered this evening.

**Employees:**

1. Data Protection - Criminal Records Information Policy;
2. Data Protection Policy (Employees);
3. Disability Employment Policy;
4. Equality and Diversity Policy;
5. Employee Handbook;
6. Employee Recognition Scheme;
7. Protocol for Member Officer Relations;
8. Recruitment & Selection Policy;
9. Training and Development Policy;

**To note the Personnel Committee held on 27.02.25 reviewed the Town Council Employee Policies and Procedures. Please refer to minute 76/24/25 for further information.**

**Finance:**

1. Annual Business Continuity Plan;
2. Annual Internal Audit and Business Risk Assessment;
3. Annual Reserves Policy;
4. Annual Statement on Internal Control;
5. Annual Treasury Management Strategy;
6. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy;
7. Finance Schedule & Precept Plan;
8. Financial Regulations.
9. Receipting of Income & Banking Procedures;

10. Risk Management Plan Statement;
11. Risk Management Strategy;
12. Scheme of Delegation;
13. Local Government Pension Scheme.

**The RFO has reviewed the above policies with amendments to be received and considered at the Policy and Finance Committee scheduled to be held on 11.03.25, approval of the updates are to be recommended to April's Full Council meeting.**

**General:**

1. Acquisition or Sale of Land and Property;

**To note the Policy and Finance Committee held on 24.09.24 reviewed the Acquisition or Sale of Land and Property Policy. Please refer to minute 74/24/25 for further information.**

2. Allotments;

**To note the Services Committee held on 12.09.24 reviewed the Allotment Policy. Please refer to minute 52/24/25 for further information.**

3. Communications Policy & Strategy;

**The Communications and Engagement Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.**

4. Complaint Handling and Customer Behaviour Policies;

**The Administration Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.**

5. Data Retention and Disposal Policy;

**To note the Policy and Finance Committee held on 14.01.25 reviewed the Data Retention and Disposal Policy. Please refer to minute 135/24/25d for further information.**

6. Events and Hire of Town Council Premises;

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

7. FOI Model Publication Scheme 2023;

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

8. Freedom of Information Policy;

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

9. Grants Policy;

**To note the Policy and Finance Committee held on 14.01.25 reviewed the Grants Policy. Please refer to minute 134/24/25 for further information.**

10. Match Funding Policy;

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

11. Planning – A Guide for Councillors;

**To note the Planning and Licensing Committee held on 18.02.25 reviewed the Planning – A Guide for Councillors. Please refer to minute 122/24/25 for further information.**

12. Public Loudspeaker Policy;

**To note the Policy and Finance Committee held on 24.09.24 reviewed the Public Loudspeaker Policy. Please refer to minute 74/24/25 for further information.**

13. Receiving Public Questions, Representations and Evidence at Meetings;

**The Administration Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.**

14. Safeguarding Policy;

**To note the Personnel Committee held on 12.12.24 reviewed the Safeguarding Policy under minute 63/24/24 and have requested further amendments be made and received at a future Personnel Committee meeting.**

15. Social Media Policy;

**The Communications and Engagement Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.**

16. Standing Orders;

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

17. STC Corporate Guidelines.

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

18. Corrections and Additions to Saltash War Memorials Policy.  
**Services Committee held on 13.02.25 minute nr. 112/24/25 recommended to FTC held on 06.03.25, FTC approved the recommendation.**
19. Noticeboard Policy  
**The Administration Department has reviewed the above policy. There were no amendments to be made.**

### **Health and Safety:**

1. Health and Safety Manual  
**The Administration Department has reviewed the above policy. There were no amendments to be made.**
2. Emergency Plan  
**Town and Parish Councils are being asked to create a Community Emergency Plan (CEP) so that we are better prepared for emergencies. A CEP is a written document detailing the steps the community will take before, during and after an emergency incident.**  
  
**Members are asked to delegate to the Administration Officer to draft a CEP to be reviewed at June's Policy and Finance meeting for Members consideration and input to bring the plan to fruition.**

### **Library:**

1. Home Library Service;  
**Policy and Finance Committee held on 14.01.25 reviewed the Home Library Service Policy. Please refer to minute 135/24/25b for further information.**
2. Library Stock Management Policy.  
**Policy and Finance Committee held on 14.01.25 reviewed the Library Stock Management Policy. Please refer to minute 135/24/25c for further information.**

### **Members:**

1. Co-option Policy;

**To note the Policy and Finance Committee held on 24.09.24 reviewed the Co-Option Policy. Please refer to minute 73/24/25 for further information.**

2. Code of Conduct.

**To note the Policy and Finance Committee held on 14.01.25 reviewed the Code of Conduct adopted by Cornwall Council. Please refer to minute 135/24/25a for further information.**

### **Civic:**

1. Awarding the Honorary Freedom of Saltash

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

2. Civic Awards

**The Receptionist / Mayor's Secretary has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.**

3. Civic Handbook

**The Receptionist / Mayor's Secretary has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.**

4. Election of Mayor and Deputy Mayor

**The Administration Department has reviewed the above policy. There were no amendments to be made.**

**End of report**

**Office Manager / Assistant to the Town Clerk**