

Quarter	Policy group	Policy name	Last reviewed	Responsible Committee	Minute number	Committee date	Date Agenda Circulated	Submitted to Town Clerk For Final Sign Off	Submitted to Responsible Department/Officer	Responsible Department/Officer	Notes
Q2	Employees	Data Protection Criminal Records Information	11 March 2025	Personnel	164/24/25a(1)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/26
Q2	Employees	Data Protection Policy (Employees)	11 March 2025	Personnel	164/24/25a(2)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/27
Q2	Employees	Disability Employment Policy	11 March 2025	Personnel	164/24/25a(3)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/28
Q2	Employees	Employee Handbook - NOTE under review by HRC	11 March 2025	Personnel	164/24/25a(5)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/29
Q2	Employees	Provision of IT & Acceptable Use Policy	03 April 2025	Personnel	06/25/26	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/30
Q3	Employees	Recruitment & Selection	06 March 2025	Personnel	238/25/26	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/31
Q3	Employees	Equality & Diversity	11 March 2025	Personnel	164/24/25a(4)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/32
Q3	Employees	Training & Development	11 March 2025	Personnel	164/24/25a(9)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/33
Q3	Employees	Protocol for Councillor Officer Relations	11 March 2025	Personnel	164/24/25a(7)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/34
Q2	Employees	Employee Dress Code (INTERNAL)	20 June 2024	Personnel	24/24/25c	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/36
Q3	Employees	Employee Recognition Scheme	11 March 2025	Personnel	164/24/25a(6)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	
Q3	Employees	Safeguarding	25 May 2025	Personnel	22/25/26	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Assistant to Town Clerk	
Q4	Finance	Annual Business Continuity Plan	03 April 2025	Policy & Finance	05/25/26b(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/37
Q4	Finance	Annual Internal Audit & Business Risk Assessment	03 April 2025	Policy & Finance	05/25/26b(2)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/38
Q4	Finance	Annual Reserves Policy	03 April 2025	Policy & Finance	05/25/26b(3)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/39
Q4	Finance	Annual Statement on Internal Control	03 April 2025	Policy & Finance	05/25/26b(4)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/40
Q4	Finance	Annual Treasury Management Strategy	03 April 2025	Policy & Finance	5)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/41
Q3	Finance	Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy	03 April 2025	Policy & Finance	05/25/26b(6)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/42
Q3	Finance	Finance Schedule & Precept Plan	03 April 2025	Policy & Finance	05/25/26b(7)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/43
Q3	Finance	Local Government Pension Scheme	03 April 2025	Policy & Finance	05/25/26b(13)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/44
Q4	Finance	Receipting of Income & Banking Procedures	03 April 2025	Policy & Finance	05/25/26b(9)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/45

Q3	Finance	Risk Management Plan Statement	03 April 2025	Policy & Finance	05/25/26b(10)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/46
Q3	Finance	Risk Management Strategy	03 April 2025	Policy & Finance	05/25/26b(11)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/47
Q3	Finance	Scheme of Delegation	03 April 2025	Policy & Finance	05/25/26b(12)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/48
Q4	Finance	Financial Regulations	03 April 2025	Policy & Finance	05/25/26b(8)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's received and approved to re-adopt existing policies and procedures for the year 2025/26 Minute No/ 60/25/49
Q3	General	Acquisition or Sale of Land and Property	11 March 2025	Policy & Finance	164/24/25c(1)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/48
Q4	General	Allotments	11 March 2025	Services	164/24/25c(2)	12 February 2026	06 February 2026	03 February 2026	31 January 2026	AdminService Delivery	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/49
Q4	General	Corporate Brand Guidelines inc Social Media Policy & Noticeboard Policy	11 March 2025	Policy & Finance	164/24/25c(17)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/50
Q4	General	Complaints and Unreasonable Customer Behaviour	03 April 2025	Policy & Finance	05/25/26c(4)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/51
Q4	General	Communications Policy & Strategy	03 April 2025	Policy & Finance	05/25/26c(3)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/52
Q4	General	Corrections and Additions to Saltash War Memorials	11 March 2025	Services	164/24/25c(18)	12 February 2026	06 February 2026	03 February 2026	31 January 2026	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/53
Q4	General	Data Retention & Disposal	11 March 2025	Policy & Finance	164/24/25c(5)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/54
Q3	General	Hire of Town Council Premises and Events	11 March 2025	Policy & Finance	164/24/25c(6)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/55
Q3	General	Freedom of Information Policy, Procedure & Model Publication Scheme	11 March 2025	Policy & Finance	164/24/25c(7/8))	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Assistant to Town Clerk	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/56
Q4	General	Fundraising Strategy	11 March 2025	Policy & Finance	164/24/25c(20)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/57
Q2	General	Grants Policy	06 February 2025	Policy & Finance	335/24/25	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/58
Q2	General	Match Funding	11 March 2025	Policy & Finance	164/24/25c(10)	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/59
Q4	General	Saltash Town Council Noticeboards	11 March 2025	Services	164/24/25c(19)	12 February 2026	06 February 2026	03 February 2026	31 January 2026	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/60
Q4	General	Planning - a guide for Councillors	11 March 2025	Planning & Licensing	164/24/25c(11)	20 January 2026	14 January 2026	09 January 2026	06 January 2026	Planning	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/61
Q4	General	Provision of IT Equipment & Acceptable Use Policy	03 April 2025	Policy & Finance		13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/62
Q2	General	Public Loudspeaker System	11 March 2025	Policy & Finance	164/24/25c(12)	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/63
Q2	General	Receiving Public Questions, Representations & Evidence at Meetings	03 April 2025	Policy & Finance	164/24/25c(13)	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/64

Q4	General	Social Media	03 April 2025	Policy & Finance	64/24/25c(14)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/65
Q3	General	Standing Orders	04 April 2025	Policy & Finance	05/25/26c(16)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q3	General	Terms of Reference STC Committees & Sub Committees	05 September 2024	Policy & Finance	175/24/25a	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Assistant to Town Clerk	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q2	Health & Safety	Emergency Plan		Policy & Finance			#####	#####	#####	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q4	Health & Safety	Health & Safety Manual	11 March 2025	Policy & Finance	164/24/25d(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Service Delivery SDM	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q2	Library	Home Library Service	11 March 2025	Library Sub Committee	164/24/25e(1)	02 September 2025	27 August 2025	22 August 2025	19 August 2025	Community Hub Team Leader	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q2	Library	Library - Stock Management	11 March 2025	Library Sub Committee	164/24/25e(2)	02 September 2025	27 August 2025	22 August 2025	19 August 2025	Community Hub Team Leader	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q4	Members	Co-option	11 March 2025	Policy & Finance	164/24/25f(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q4	Members	Code of Conduct	11 March 2025	Policy & Finance	164/24/25f(2)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q4	Civic	Awarding the Honorary Freedom of Saltash	11 March 2025	Policy & Finance	164/24/25g(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q4	Civic	Civic Awards	11 March 2025	Policy & Finance	164/24/25g(2)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q4	Civic	Saltash Town Council Civic Handbook	11 March 2025	Policy & Finance	164/24/25g(3)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/68
Q4	Civic	Election of Mayor & Deputy Mayor	11 March 2025	Policy & Finance	164/24/25g(4)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/69