



## **List of MPC Policies & Procedures - 2025/26**

Reviewed at Council and Committee meetings in January and February 2025 and ratified by Full Council on 11<sup>th</sup> March 2025

### **Council Policies**

Assets Register Policy  
CCTV Policy  
Communications Policy  
Community Engagement Policy  
Complaints Handling Procedure  
Co-option Procedure  
Filming and Recording of Meetings Policy  
Freedom of Information Policy  
Freedom of Information Scheme of Details  
Gifts and Hospitality Policy  
Granting of Dispensation Policy  
Habitual and Vexatious Complainants Policy  
Health and Safety Policy  
Health and Safety Handbook (Employees)  
High Consequences Infectious Diseases Policy  
Learning and Development Policy  
Meetings Attendance Policy  
Newsletter Policy  
Officer and Councillor Protocol  
Press and Media Policy  
Public Participation Policy  
Risk Management Scheme  
Risk Register  
Scheme of Delegation  
Standing Orders  
Travel and Subsistence Policy

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## **Amenities Policies**

Biodiversity Policy (Environmental Sub-Group)  
Environmental Policy (Environmental Sub-Group)  
Events Policy  
Hedgerow Policy (Environmental Sub-Group)  
Memorial Safety  
Metal Detecting Policy  
Noticeboard Policy  
Open Spaces Hiring Policy  
Southons Field Beacon Lighting Policy  
Stallholders Policy  
Tree Management Policy and Risk Assessment

## **Finance Policies**

Banking Policy  
Budget Virement Policy  
Debit Card Usage Policy  
Financial Regulations  
Financial Risk Assessment  
Grant Awarding Policy  
Internal Financial Control Policy  
Investment Policy  
Medium Term Financial Plan  
Reserves Policy  
Value for Money Policy

## **GDPR Policies**

Breach Notification Policy  
Document Retention Policy  
Privacy Notice – General  
Privacy Notice – Employees  
Privacy Notice – Play Scheme  
Subject Access Request Policy  
Subject Access Request Procedure

## **HR Policies**

Display Screen Equipment Policy  
Pay Policy

The following are combined in the Employees Handbook:

- Anti-Bribery Policy
- Capability Procedures
- Capability and Disciplinary Appeal Procedures
- Dignity at Work Policy
- Disciplinary Procedures
- Equality, Inclusion and Diversity Policy

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- Grievance Procedures
- Email/Internet Policy
- Leave Policy
- Lone Worker Policy
- Pandemic Policy
- Sexual Harassment Policy
- Workplace Stress Policy

### **Planning Policies**

Policy No 1 – Guidance for Committee Members and Public

Policy No 2 – Enforcement

Policy No 3 – Pre-Application Meetings

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

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Reserves Policy	6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 9 <sup>th</sup> May 2023 12 <sup>th</sup> March 2024	March 2025
Value for Money Policy		

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## 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

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

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## 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 1<sup>st</sup> 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 documents and policies: Anti-Bribery Policy Capability Procedures Cap/Disc Appeal Procedures Council Vehicle Rules Dignity at Work Display Screen Equipment Policy (NALC)Disciplinary Procedures Equality, Inclusion & Diversity General Terms and Procedures Grievance Procedures Email/Internet Health, Safety & Welfare Holiday Entitlement Leave Policy Lone Worker Other Benefits Pandemic Policy Safeguards Salaries & Wages Sexual Harassment Policy Sickness/Injury Standards Termination of Employment Whistle-Blowers Workplace Stress Policy	12 <sup>th</sup> March 2024	

## Other HR Documents

Volunteer Agreement	9 <sup>th</sup> May 2023 12 <sup>th</sup> 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	

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## 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 <sup>th</sup> June 2013 6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 14 <sup>th</sup> March 2023 12 <sup>th</sup> March 2024	March 2025
Planning Policy No. 2 Enforcement Procedure	11 <sup>th</sup> June 2013 6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 14 <sup>th</sup> March 2023 12 <sup>th</sup> March 2024	March 2025
Planning Policy No. 3 Developer Contributions	6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 <b>Deleted March 2023</b>	N/A
Planning Policy No. 4 Gypsy Caravan Sites	11 <sup>th</sup> June 2013 6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 <b>Deleted March 2023</b>	N/A
Planning Policy No.3 Developer/Applicant Pre- Application Meetings (Renumbered March 2023)	7 <sup>th</sup> January 2020 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 14 <sup>th</sup> March 2023 12 <sup>th</sup> March 2024	March 2025
Planning Policy No. 4 Marden Village Design Statement (Renumbered March 2023)	2001	Not reviewed Published document

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