



List of MPC Policies & Procedures - 2026

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
IT 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

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

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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
Data Audit
Document Retention Policy
Privacy Notice – Employees
Privacy Notice – General
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

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- Equality, Inclusion and Diversity Policy
- 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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