

## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Policy Committee Meeting 6<sup>th</sup> April 2021

### Review of Policies

The Town Council has a number of policies and other documents which should be regularly reviewed many are produced by NALC and SLCC jointly and independently these have been drafted to meet the legislation covering Local Government. The primary three are:

- Standing Orders.
- Financial Regulations.
- Terms of Reference and Delegated Powers

Cambourne Town Council have the following additional policies or documents:

Mission Statement considered under Item
Standing Orders Addendum A Code of conduct for Members Addendum B Public Speaking at Town Council Meetings Councillor and Employee Behaviour
Terms of Reference and Delegated Powers Committee Structure Membership of Committees Staffing Structure
Financial Regulations
Chairmanship Guidelines Procedures for the Presentation and Adoption of Minutes of Council Committees Process of Motions, Amendments and Substantive Motions Public Notice – Filming at Meetings
The Model Code of Conduct for Parish and Town Councils Register of Members Interests Form & Guidance Notes Application for a Dispensation Form Dispensations Procedure Guidance
Freedom of Information Act- Publication Scheme
A Code Practice for Dealing with Complaints Against the Council
Policies <ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>

<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Disabled Access</li> <li>• Social Media</li> <li>• Child Protection</li> <li>• Equal Opportunities</li> <li>• Grant Aid</li> <li>• Public Access and Amenity Statement</li> <li>• Pitch Letting Policy (Remote Control Aircraft)</li> <li>• Tennis Court Hire Policy</li> </ul>
<p>Volunteer Risk Assessments</p> <ul style="list-style-type: none"> <li>• Litter Picking &amp; Guidance Notes</li> <li>• Graffiti Removal</li> <li>• Banksman</li> </ul>
<p>Risk Assessment (This is continually updated to reflect any changes).</p>
<p>Asset Register (This is continually updated to reflect acquisitions and disposals)</p>

All the policies are currently up to date and do not need amending  
 All Councillors received a manual with complete set of policies as part of their induction to the Town Council after the May 2018 and when the New Councillors are elected or co-opted onto the Town Council.

It is  
**RECOMMENDATIONS** That the report be received and it be noted that they do not need reviewing.