CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Policies

Finance and Policy Committee Meeting 21st March 2023

Review of Policies

The Town Council has a number of policies and other documents which are 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
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 • Health and Safety

• Data Protection • Disabled Access • Social Media • Safeguarding Policy (Adults and Children) • Equal Opportunities • Grant Aid • Public Access and Amenity Statement • Pitch Letting Policy (Remote Control Aircraft) • Tennis Court Hire Policy
Volunteer Risk Assessments • Guidance for Volunteers • Litter Picking • Graffiti Removal • Banksman
Risk Assessment (This is continually updated to reflect any changes). The Town Council currently uses the LGRS register.
Asset Register (This is continually updated to reflect acquisitions and disposals).

Currently the policies and other documents do not need updating.

All Councillors will receive a new manual with a complete set of policies as part of their induction to the Town Council after the May 2022 elections. The manual is also issued when the New Councillors are elected or co-opted onto the Town Council. Amended documents will be circulated to Councillors as they are amended/approved.

It is
RECOMMENDATIONS That the report be received.

NALC: **National Association of Local Councils**

SLCC: **Society of Local Council Clerks**