

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Policies

Finance and Policy Meeting 19th December 2023

8.0 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, Guidelines 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
GDPR Toolkit and Policies Freedom of Information Act- Publication Scheme
A Code Practice for Dealing with Complaints Against the Council
Policies <ul style="list-style-type: none"> • Civility and Respect • Health and Safety • Data Protection • Disabled Access • Social Media • Safeguarding • Equal Opportunities • Grant Aid • Public Access and Amenity Statement • Pitch Letting Policy (Remote Control Aircraft)

<ul style="list-style-type: none"> • Tennis Court Hire Policy
<p>Volunteer Risk Assessments</p> <ul style="list-style-type: none"> • Litter Picking & Guidance Notes • Graffiti Removal • Banksman
<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 Councillors received a manual with complete set of policies as part of their induction to the Town Council after the May 2022 and when the New Councillors are elected or co-opted onto the Town Council. Amended documents will be circulated to Councillors

12.1 Standing Orders NALC issued an updated Model in April 2022, these were adopted by Cambourne Town Council on the 27th May 2022. There have been no further amendments since they were adopted, so are still current.

12.2 Financial Regulations NALC issued an updated Model in 2014, these were amended in 2019 and were adopted by Cambourne Town Council on the 22nd October 2019. There have been no further amendments since they were adopted, so are still current.

12.3 Terms of Reference and Delegated Powers these were amended in May 2023. There have been no further amendments since they were adopted, so are still current.

12.4 GDPR NALC issued a toolkit for Local Councils which was adopted by Cambourne Town Council on May 2018. There have been no further amendments since they were adopted, so are still current.

The remaining policies and documents do not need updating at this time.

It is

RECOMMENDATIONS That the report be received and:

1. That the Standing Orders, be accepted as no changes are required.
2. That the Financial Regulations, be accepted as no changes are required.
3. That the Terms of Reference and Delegated as revised be approved.
4. That the GDPR toolkit and policies, be accepted as no changes are required.
5. That the. remaining policies and documents as listed above be accepted as no changes are required.

NALC: **National Association of Local Councils**

SLCC: **Society of Local Council Clerks**

LGA: **Local Government Association**