

## LANDRAKE with St. Erney PARISH COUNCIL

### GOVERNANCE – Policies and Procedures

<b>Policy/Procedure</b>	<b>Original Adoption</b>	<b>Re-written / Adopted</b>	<b>Review Date</b>	<b>Remarks</b>
Standing Orders (2017) updated 2025	2017	24.6.21 20.5.25	On-going	NALC model standing orders 2025 (updates periodically from CALC)
Financial Regulations (2017)	2017	24.6.21 20.5.25	On-going	NALC model financial regulations 2024 (updates periodically from CALC)
Code of Conduct (2012)	2017	2017	On-going revised 2021	CALC model Code 2021 - new Cornwall Council model 2025 post local Elections
Scheme of Delegation	Not existing	17.5.21	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020
Planning 5-day protocol document	Not existing	17.5.21	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2019
Financial Reserves Policy	1.12.17	17.5.21	<b>1<sup>st</sup> May 2029</b>	Policy rewrite 2020
Financial Risk Assessment	22.11.17	24.6.20	<b>1<sup>st</sup> May 2029</b>	Policy rewrite 2020
Terms of reference Committees	Not existing	17.5.21	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2019
Advisory Committees	Not existing	17.5.21	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020
Expenses Policy	2017	24.6.20	<b>1<sup>st</sup> May 2029</b>	New Expenses form devised 2019
Filming & Recording Policy SO.22	Not existing	24.6.21	<b>1<sup>st</sup> May 2029</b>	Policy new 2021
Freedom of Information requests	2018	2018	On-going	
Complaints Policy	30.6.17	17.5.21	<b>1<sup>st</sup> May 2029</b>	CiLCA exam – policy suitable
Complaints procedure	30.6.17	17.5.21	<b>1<sup>st</sup> May 2029</b>	CiLCA exam – policy suitable
Employee Grievance procedure	25.10.17	17.5.21	<b>1<sup>st</sup> May 2029</b>	CiLCA exam – Policy suitable
Employee Disciplinary procedure	25.10.17	17.5.21	<b>1<sup>st</sup> May 2029</b>	CiLCA exam – policy suitable
Vexatious Complainants Policy	25.10.17	17.5.21	<b>1<sup>st</sup> May 2029</b>	Policy rewrite 2021
Grievance & Disciplinary procedure	1.10.18	22.7.20	<b>1<sup>st</sup> May 2029</b>	Clerk revised document 2020
Training & Development Policy	26.10.17	24.6.20	<b>1<sup>st</sup> May 2029</b>	Clerk revised document 2020
Training, Development & Equal opportunities Policy	Not existing	24.6.20	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020

Equality Policy	Not existing	22.7.20	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020 – 1 <sup>st</sup> May 2025
Lone Working Policy	Not existing	17.5.21	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020
Safeguarding Policy	Not existing	17.5.21	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020
Community Engagement Strategy	25.5.22	25.5.22	<b>1<sup>st</sup> May 2029</b>	Chairman devised document 2022
Grants & Donations Policy	26.6.19	22.6.22	<b>1<sup>st</sup> May 2029</b>	Clerk revised document 2019 updated 2022
Bad Debts Policy	Not existing	26.8.20	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020 – 1 <sup>st</sup> May 2025
Fraud Policy	Not existing	26.8.20	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020 – 1 <sup>st</sup> May 2025
Contract procedure	Not existing	27.7.20	<b>1<sup>st</sup> May 2029</b>	Clerk devised document 2020
Tendering procedure	2017	27.7.20	<b>1<sup>st</sup> May 2029</b>	Clerk revised document 2020
Data Protection & GDPR / Privacy regulations and recruitment process	2019	2019	On-going	Clerk is the Data Protection Officer for Landrake Assertion 10 compliance added April 2026
<b>The following Governance information is updated periodically or completed by the Clerk / RFO</b>				<b>Clerk updates documents or completes returns</b>
General Power of Competence <b>Reaffirmed annually at (AMPC)</b>			1 <sup>st</sup> May 2021 confirmed	Power entitled after Local Elections May 2025 – Qualified CiLCA Clerk October 2020
Transparency Code 2014 – Aims	Not existing	9.12.20	On-going	Clerk devised document 2020
Model Publication Scheme	Not existing	28.10.20	On-going	Clerk devised document 2020
Agenda compliance and design			On-going	Clerk duty to review – Assertion 10 added 2026
Insurance Portfolio & Assets	Annual		On-going	Review at the Annual Meeting of Parish Council
Risk Management scheme matrix – Finance, Assets, Liabilities, Admin.	Annual		On-going	Review at the Annual Meeting of Parish Council
Grant awards & score matrix	Annual		On-going	Review at Annual Parish Meeting
Project Management	Annual		On-going	Specific projects
Payroll system	Annual		On-going	Payroll FOC service
Vat Legislation & annual return	Annual		On-going	Clerk submits annual return 1 <sup>st</sup> April
Public Works Loan Board	Not existing	20.12.20	On-going	Clerk reconciles loan repayment instalments
Financial procedures general	Annual		On-going	Clerk duty to review
Financial procedures (AGAR)	Annual		On-going	Annual External Audit financial returns
Internal Audit	Annual		On-going	Annual Internal Auditor year end finances
Training record – Councillors & Clerk	Annual		On-going	Clerk duty to review

Induction for new Councillors & guidance statement on Nolan principles	When required		May 2021 Review 2025	Induction presentation by the Clerk, including Councillor roles and non-statutory duties
Co-option of Councillors procedure	Not existing	28.10.20	On-going	Clerk devised document 2020
Councillor's Register of Interest Forms	When required		May 2021 Review 2025	Clerk to provide form for newly elected or co-opted Councillors
H&S Legislation and compliance matrix	Not existing	2020	On-going	Clerk devised document 2020
Local Community Diversity	Not existing	2020	On-going	Clerk devised document 2020
Parish Council profile and aims	Not existing	2020	On-going	Clerk devised document 2020
Schedule of Annual Council meetings	Annual		On-going	Clerk to produce meeting schedule
Internal Auditor	Annual	Appointed 2024	May 2024 Confirmed	Appoint internal auditor at the Annual Meeting of Parish Council – Review 2023 – Review 2025
Chairman for Landrake PC	Annual	Appointed 2024	May 2024 Confirmed	Appoint Chairman at the Annual Meeting of Parish Council – in post until 2023- 2025
Vice Chairman for Landrake PC	Annual	Appointed 2024	May 2024 confirmed	Appoint Vice Chairman at the Annual Meeting of Parish Council – in post until 2023 - 2025

**Schedule devised for Landrake with St Erney Parish Council**  
**Schedule revised May 2024 after the Annual Meeting of the Parish Council**  
**Next Review May 2025 (following Local Elections)**  
**Next Review May 2029**

**Christopher Cook - Parish Clerk & Responsible Financial Officer**