



MELTON PARISH COUNCIL

MPC(21)52.07

Schedule of Policies, Forms and Transparency Code Documents

Name	Date last amended	Frequency of review	Website	Url
Asset Register	March 2021	Annually	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/03/Asset-Register-31-March-2021.pdf
Business Continuity Plan	February 2021	As required	Member Area	
Business Plan	July 2019 – to be updated Spring 2021	Annually	Yes	http://melton-suffolk-pc.gov.uk/documents/melton-parish-council-business-plan-2019/
CCTV Policy	September 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/melton-parish-council-cctv-policy-september-2020/
Code of Conduct	May 2019	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/code-of-conduct-2019/
Code of Practice for Handling Complaints	Nov 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/code-of-practice-for-handling-complaints-october-2020/
Data Protection Document Retention Policy	February 2019	As required	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2020/02/Retention-of-Documents-policy-v1-published-0219-1.pdf
Data Protection Privacy Notice	July 2018	As required	Yes	https://melton-suffolk-pc.gov.uk/privacynotice/
Data Protection Risk Register	April 2021	Six-monthly (Feb and Oct)	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2020/01/FRM2007.02-Data-protection-compliance-risk-register.pdf
Data Protection Subject Access Request Protocol	January 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2020/02/How-Melton-PC-will-respond-to-a-subject-access-request.pdf
Disclosable Personal Interests (DPI) Policy	September 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/01/Disclosable-Personal-Interest-Policy-September-2020.pdf
DPI Application Form for dispensation (part of DPI Policy)	September 2020	As required	Member Area	

Expenditure exceeding £500	April 2021	Quarterly	Yes	https://melton-suffolk-pc.gov.uk/documents/expenditure-exceeding-500-2020-21/
Financial Regulations	September 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/financial-regulations-revised-2020/
Freedom of Information Act – Publication Scheme	January 2021	As required	Yes	https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf
General Health & Safety Policy	To be prepared	Annually	Yes	NB This is not a legal requirement because of our number of employees but considered good practice
Grant application form	October 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/grants/
Grants made by Melton Parish Council	January 2021	Annually	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/02/grants-2020_21.pdf
Grievance and Discipline - Dispute Resolution	October 2020	As required	Member Area	
Internal Audit	June 2020	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/imc2036-03-internal-audit-report-june-2020/
Internal Control Policy	March 2021	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/internal-control-policy-2021/
Land and Buildings owned by Melton PC	March 2021	Annually		https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/03/Asset-Register-Land-and-Building-31-March-2021.pdf
Member/Officer Protocol	September 2019	As required	Member Area	
Procurement information	To be provided as / when available	As required		
Protocols for public participation in meetings	September 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/protocols-for-public-participation-in-meetings-september-2020/
Risk Register	April 2021	Bi-monthly	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/04/FRM2117.01-Risk-Register-0421.pdf
Standing Orders	September 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/standing-orders-v10-september-2020/
Terms of Reference	July 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/documents/terms-of-reference-for-melton-parish-council-revised-2020/

