## Schedule of Policies, Forms and Transparency Code Documents

Name	Date last amended	Frequency of review	Website	Url
Asset Register	March	Annually	Yes	https://melton-suffolk-pc.gov.uk/wp-
Asset Register	2022	Ailliually	163	content/uploads/2022/03/MPC2229.10-Asset-
	2022			Register-1.pdf
Business	February	As	Yes	Published in the member area of website
Continuity Plan	2021	required	163	rubiisileu iii tile illeliibel alea ol website
Business Plan	July 2021	Annually	Yes	https://melton-suffolk-pc.gov.uk/business-plan/
CCTV Policy	September	Armuany	163	https://melton-suffolk-pc.gov.uk/documents/melton-
CCTV Policy	2020	required		parish-council-cctv-policy-september-2020/
Code of Conduct	May 2022	As	Yes	Needs updating if new code is adopted
Code of Conduct	Way 2022	required	163	Needs aparting if flew code is adopted
Code of Practice	Nov 2020	As	Yes	https://melton-suffolk-pc.gov.uk/documents/code-of-
for Handling	1000 2020	required	163	practice-for-handling-complaints-october-2020/
Complaints		required		practice-ior-nanding-complaints-october-2020/
Data Protection	February	As	Yes	https://melton-suffolk-pc.gov.uk/wp-
Document	2019	required	163	content/uploads/2020/02/Retention-of-Documents-
Retention Policy	2013	required		policy-v1-published-0219-1.pdf
Data Protection	July 2018	As	Yes	https://melton-suffolk-pc.gov.uk/privacynotice/
Privacy Notice	July 2018	required	163	inteps.//menton-suntine-pc.gov.uk/privacynotice/
Data Protection	Feb 2022	Six-	Yes	https://melton-suffolk-pc.gov.uk/data-protection-risk-
Risk Register	160 2022	monthly	163	register/
Misk Negistei		(Feb and		<u>register/</u>
		Oct)		
Data Protection	January	As	Yes	https://melton-suffolk-pc.gov.uk/wp-
Subject Access	2020	required	163	content/uploads/2020/02/How-Melton-PC-will-
Request	2020	required		respond-to-a-subject-access-request.pdf
Protocol				respond to a subject access request, par
Disclosable	September	As	Yes	https://melton-suffolk-pc.gov.uk/wp-
Personal	2020	required	103	content/uploads/2021/01/Disclosable-Personal-
Interests (DPI)	2020	required		Interest-Policy-September-2020.pdf
Policy				interest i shey september 2020 par
DPI Application	September	As	Members	https://melton-suffolk-
Form for	2020	required	Area	pc.gov.uk/documents/disclosable-personal-interests-
dispensation				policy-september-2020/
(part of DPI				<u> </u>
Policy)				
Equality and	June 2021	As	Yes	https://melton-suffolk-pc.gov.uk/documents/equality-
Diversity Policy		required		and-diversity-policy/
Expenditure	March	Quarterly	Yes	https://melton-suffolk-
exceeding £500	2022	,		pc.gov.uk/documents/expenditure-over-500-2021-22/
Financial	May 2022	As	Yes	https://melton-suffolk-pc.gov.uk/documents/financial-
Regulations	,	required		regulations
Freedom of	January	As	Yes	https://ico.org.uk/media/for-
Information Act	2021	required		organisations/documents/1153/model-publication-
<ul><li>Publication</li></ul>		1		scheme.pdf
Scheme				
General Health	December	As	Yes	https://melton-suffolk-pc.gov.uk/documents/health-
& Safety Policy	2021	required		and-safety-policy-december-2021/
Grant	October	As	Yes	https://melton-suffolk-pc.gov.uk/grants/
application form	2020	required		

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Grants made by	January	Annually	yes	https://melton-suffolk-pc.gov.uk/documents/grants-
Melton Parish	2022			made-by-melton-parish-council-2021-22/
Council				
Grievance and	October	As	Members	https://melton-suffolk-pc.gov.uk/wp-
Discipline -	2020	required	Area	content/uploads/2020/11/Grievance-and-Disciplinary-
Dispute				procedures-Oct-2020.pdf
Resolution				
Internal Audit	June 2021	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/internal-
				audit-report-2020-21/
Internal Control	April 2022	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/internal-
Policy				control-policy-march-2022/
Land and	March	Annually		https://melton-suffolk-pc.gov.uk/wp-
Buildings owned	2022			content/uploads/2022/03/Land-and-Building-Asset-
by Melton PC				Register.pdf
Lone Working	November	As	Yes	https://melton-suffolk-pc.gov.uk/documents/lone-
Policy	2021	required		working-policy-november-2021/
				https://melton-suffolk-pc.gov.uk/documents/lone-
				working-policy-risk-assessments-november-2021/
Member/Officer	September	As	Members	https://melton-suffolk-pc.gov.uk/documents/member-
Protocol	2019	required	Area	and-officer-protocol-2019/
Procurement	To be	As		
information	provided	required		
	as/when			
	available			
Protocols for	September	As	Yes	https://melton-suffolk-
public	2020	required		pc.gov.uk/documents/protocols-for-public-
participation in				participation-in-meetings-september-2020/
meetings				
Risk Register	May 2022	Monthly	Yes	https://melton-suffolk-pc.gov.uk/documents-
				base/risk-register/
Sickness and	June 2021	As	Members	https://melton-suffolk-pc.gov.uk/wp-
Absence Policy		required	Area	content/uploads/2021/06/Sickness-and-absence-
				policy.pdf
Standing Orders	May 2022	As	Yes	https://melton-suffolk-pc.gov.uk/documents/standing-
		required		<u>orders</u>
Statement of	January	As	Yes	https://melton-suffolk-
Intent to Protect	2022	required		pc.gov.uk/documents/statement-of-intent-to-protect-
the Environment				the-environment/
Terms of	la a com a	٨٠	Vaa	https://weilton.cuffall.com.com//decuments/townse.ef
	January	As	Yes	https://melton-suffolk-pc.gov.uk/documents/terms-of-

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