Schedule of Policies, Forms and Transparency Code Documents

Name	Date last	Frequenc	Websit	Url
	amended	y of	е	
		review		
Asset Register	April 2024	Annually	Yes	To be updated after Full Council 15/05/24
(including land				
and buildings)			.,	
Business	February 2021	As	Yes	Published in the member area of website
Continuity Plan Business Plan	December	required Annually	Yes	https://melton-suffolk-pc.gov.uk/business-plan/
	2023	,	165	
CCTV Policy	Septembe	As		https://melton-suffolk-pc.gov.uk/documents/melton-
	r 2020	required		parish-council-cctv-policy-september-2020/
Code of	May 2022	As	Yes	https://melton-suffolk-pc.gov.uk/documents/code-of-
Conduct		required		conduct/
		adhered		
		to		
		annually		
Code of	Nov 2020	As	Yes	https://melton-suffolk-pc.gov.uk/documents/code-of-
Practice for		required		practice-for-handling-complaints-october-2020/
Handling				
Complaints				
Communication				
s Policy				
Data Protection	February	As	Yes	https://melton-suffolk-pc.gov.uk/wp-
Document	2019	required		content/uploads/2020/02/Retention-of-Documents-policy-
Retention				v1-published-0219-1.pdf
Policy Data Protection	July 2018	As	Yes	https://melton-suffolk-pc.gov.uk/privacynotice/
Privacy Notice	July 2016	required	163	inteps.//menton-surroik-pe.gov.uk/privacynotice/
Data Protection	Feb 2024	Six-	Yes	https://melton-suffolk-pc.gov.uk/data-protection-risk-
Risk Register		monthly		register/
		(Feb and		
		Oct) or as		
		required		
Data Protection	January	As	Yes	https://melton-suffolk-pc.gov.uk/wp-
Subject Access	2020	required		content/uploads/2020/02/How-Melton-PC-will-respond-to-
Request				<u>a-subject-access-request.pdf</u>
Protocol	Comtombo	٨٥	Voc	hattage //modition outfalls no many site/sum
Disclosable Personal	Septembe r 2020	As required	Yes	https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/01/Disclosable-Personal-Interest-
Interests (DPI)	1 2020	required		Policy-September-2020.pdf
Policy				Toney September 2020.pdf
DPI Application	Septembe	As	Yes	Published in the member area of website
Form for	r 2020	required		
dispensation				
(part of DPI				
Policy)				
Equality and	June 2021	As	Yes	https://melton-suffolk-pc.gov.uk/documents/equality-and-
Diversity Policy		required		diversity-policy/
Expenditure	March	Quarterly	Yes	https://melton-suffolk-pc.gov.uk/documents/expenditure-
exceeding £500	2024	٨٥	Voc	exceeding-500-2023-24/
Financial	February	As	Yes	https://melton-suffolk-pc.gov.uk/documents/financial-
Regulations	2024	required		regulations Lost undated: 12 May 2024

Last updated: 13 May 2024

Freedom of	January	As	Yes	https://ico.org.uk/media/for-
Information Act	2021	required	1.03	organisations/documents/1153/model-publication-
– Publication				scheme.pdf
Scheme				33.13.13.13.1
General Health	December	As	Yes	https://melton-suffolk-pc.gov.uk/documents/health-and-
& Safety Policy	2021	required	103	safety-policy-december-2021/
Grant	Septembe	As	Yes	https://melton-suffolk-pc.gov.uk/grants/
application	r 2023	required	163	nttps.//meiton-sunoix-pc.gov.uk/grants/
form	1 2023	required		
Grants made by	Septembe	Annually	yes	https://melton-suffolk-pc.gov.uk/documents/grants-made-
Melton Parish	r 2023	Aillidally	yes	by-melton-parish-council-2023-24/
Council	1 2023			by-menton-parish-council-2023-24/
Grievance and	October	٨٥	Yes	Published in the member area of website
	2020	As	res	Published in the member area of website
Discipline -	2020	required		
Dispute				
Resolution Internal Audit	June 2023	Americally	Vac	https://melton-suffolk-pc.gov.uk/wp-
Internal Audit	Julie 2023	Annually	Yes	
				content/uploads/2023/06/MPC 23 71 01a IntAuditReport .pdf
Internal Control	N.4 I-	A	Vaa	
Internal Control	March	Annually	Yes	https://melton-suffolk-pc.gov.uk/documents/internal-
Policy	2024	_	.,	control-policy/
Lone Working	Novembe	As	Yes	https://melton-suffolk-pc.gov.uk/documents/lone-working-
Policy	r 2021	required		policy-november-2021/
				https://melton-suffolk-pc.gov.uk/documents/lone-working-
		_		policy-risk-assessments-november-2021/
Member/Office	Septembe	As	Yes	Published in the member area of website
r Protocol	r 2019	required		
Procurement	To be	As		
information	provided	required		
	as/when			
Desta de Co	available	Α .		harmon Harman of the language of the control of the
Protocols for	Septembe	As	Yes	https://melton-suffolk-pc.gov.uk/documents/protocols-for-
public	r 2020	required		public-participation-in-meetings-september-2020/
participation in				
meetings	A !! 202.4	N A 1 I- I		hus Harbert Call and Library to be a feet
Risk Register	April 2024	Monthly	Yes	https://melton-suffolk-pc.gov.uk/documents-base/risk-
Cialmana	June 2024	Λ -	V	register/
Sickness and	June 2021	As	Yes	Published in the member area of website
Absence Policy	June : 2022	required	V	https://www.tiss.htm.co.edu.in.co.ed
Standing	June 2023	As	Yes	https://melton-suffolk-pc.gov.uk/documents/standing-
Orders		required	.,	orders
Statement of	January	As	Yes	https://melton-suffolk-pc.gov.uk/documents/statement-of-
Intent to	2022	required		intent-to-protect-the-environment/
Protect the				
Environment			.,	
Terms of	July 2023	As	Yes	https://melton-suffolk-pc.gov.uk/documents/terms-of-
Reference		required	<u> </u>	reference/
Tree Policy	December	As	Yes	https://melton-suffolk-pc.gov.uk/recreation/tree-policy/
	2023	required		

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