

## Wonderland Town Council

### Policy & Documentation List Suggested for a Town Council

#### Strategy

Business Plan/Action Plan  
Annual Report  
Risk Management Strategy  
Statement on duties related to Biodiversity and crime & Disorder  
Policy Plan

#### Planning

Parish Plan  
Neighbourhood Plan  
Scheme of Delegation

#### Facilities Services

Marketing Strategy  
Events – (Litter pick etc.)  
Recreational Ground and Play area  
Rights of Way Standard

#### Operations

Standing Orders  
Code of Conduct  
Asset Register  
Anti-Fraud and Corruption Policy  
Audio recording, filming, photography and reporting of the Proceedings of Council and Committees  
Risk Assessments  
Communications Protocol  
Complaints Procedure  
Customer Care Policy  
Document Management Policy or Record Keeping  
Equal Opportunities  
Equality & Diversity Policy  
Emergency Planning  
Environmental Policy  
Flag Flying Policy  
Guide to Meetings  
Statement on Duties related to Bio-diversity and crime and Disorder  
Lone and Isolated Working Policy  
LGPS Discretions Policy Pension Fund  
Community Engagement Statement of Intent  
Mayor and Members Expenses Policy  
Petitions Policy  
Procedure for public sessions  
Procedure for co-option of councillors  
Work Station Equipment and Area Check  
PAT Testing Equipment  
Quality Policy  
Strategic Risk Register  
Vexatious Policy

This model document is intended as an example only. Councils will need to consider the content carefully and adapt it to meet their individual circumstances.

## **Finance**

Annual Governance Statement  
Credit Management Policy  
Financial Regulations  
Financial and Risk Assessment  
Financial Management Strategy  
General Revenue Reserves Policy  
Grant Awarding Policies and Procedures  
Insurance Internal Controls Audit and Review  
Investment Policy  
Mayors and members Expenses Policy  
Paper & Electronic Communications Retention and Disposal Policy  
Purchasing Procurement Policies  
Treasury Management Policy  
LGPS Discretion Policy - Pension Fund

## **Communications**

Publicity Protocol  
Freedom of Information, Publication Scheme  
Data Protection  
Information and Communications Technology IT Email, Internet and Phone Policy  
Filming, Photographing, & Social Media Policy

## **People**

Bullying and Harassment or dignity at work policy  
Co-option Questionnaire  
Child Protection and Vulnerable Adults  
Flexible Working  
Disciplinary & Grievance Policy  
Toil and Leave Policy  
Staff and Councillor Training and Development  
Staff Recruitment and retention Policy  
Officer Code of Conduct  
Partnership Working Policy  
RFO Duties and Responsibilities  
Staffing Committee Terms of Reference  
Statement on Leadership in Planning for the future  
Statement on Performance Management of the Town Council  
Statement on Staff Performance Management of the  
Volunteers Policy