

## List of documents and policies for Corfe Castle Parish Council (Not all listed on website)

| Name of policy                                       | Date of approval / reviewed | Frequency of review | Date of next review                       |
|------------------------------------------------------|-----------------------------|---------------------|-------------------------------------------|
| <a href="#">Asset Register</a>                       | P Nov '24                   | Annual              | <a href="#">With annual budget review</a> |
| Dispensation Document                                |                             | Continuous          |                                           |
| Register of Interest                                 |                             | Continuous          |                                           |
|                                                      |                             |                     |                                           |
| <a href="#">Standing orders</a>                      | P Nov '24                   | Annual              |                                           |
| <a href="#">Health and Safety Policy &amp; Annex</a> | P Nov '24                   | Annual              |                                           |
| <a href="#">Risk Management</a>                      | P Nov '24                   | Annual              | <a href="#">Sep '24</a>                   |
| <a href="#">Code of Conduct</a>                      | P Nov '24                   | Annual              | <a href="#">Oct '24</a>                   |
| Accessibility Statement                              | Mar '24                     | Annual              | Mar '25                                   |
| Financial regulations                                | Jun '24                     | Annual              | Jun '25                                   |
| Terms of Reference Environmental Group               | Jul '21                     | 4 Yearly            | Aug '25                                   |
| Disciplinary & Grievance Procedure                   | Jul '21                     | 4 Yearly            | Sep '25                                   |
| Employment                                           | July '21                    | 4 Yearly            | Sep '25                                   |
| Communication                                        | Aug '21                     | 4 Yearly            | Oct '25                                   |
| Pay                                                  | Feb '22                     | 4 Yearly            | Feb '26                                   |
| Community Engagement                                 | May '22                     | 4 Yearly            | May '26                                   |
| Social media                                         | May '22                     | 4 Yearly            | May '26                                   |
| Vexatious Complaints                                 | May '22                     | 4 Yearly            | May '26                                   |
| Publication Scheme                                   | May '22                     | 4 Yearly            | Jun '26                                   |
| Training & Development                               | May '22                     | 4 Yearly            | Jun '26                                   |
| Allowances, Expenses and Reimbursement               | Jul '22                     | 4 Yearly            | Aug '26                                   |
| Media                                                | Jul '22                     | 4 Yearly            | Aug '26                                   |
| Complaints                                           | Nov '22                     | 4 Yearly            | Nov '26                                   |
| Co-option Policy & Procedure                         | Nov-22                      | 4 Yearly            | Nov '26                                   |
| Grant Awarding                                       | Nov '22                     | 4 Yearly            | Nov '26                                   |
| Records Retention                                    | Jan '23                     | 4 Yearly            | Jan '27                                   |
| Meeting Attendance                                   | Feb '23                     | 4 Yearly            | Feb '27                                   |
| Privacy & Cookie                                     | Mar '23                     | 4 Yearly            | Mar '27                                   |
| Safeguarding Policy – Child Protection               | Apr '23                     | 4 Yearly            | Apr '27                                   |
| Dignity At Work                                      | Sept '23                    | 4 Yearly            | Sep '27                                   |
| General Data Protection Regulations                  | Sept '23                    | 4 Yearly            | Sep '27                                   |
| Equality & Diversity                                 | Oct '23                     | 4 Yearly            | Oct '27                                   |
| Environment                                          | Nov '23                     | 4 Yearly            | Nov '27                                   |
| Privacy                                              | Mar '24                     | 4 Yearly            | Sep '28                                   |

| Risk Assessments                                             | Date reviewed             | Frequency of review     | Date of next review |
|--------------------------------------------------------------|---------------------------|-------------------------|---------------------|
| 001 Risk Register                                            | <a href="#">P Nov '24</a> | Annual                  | May '23             |
| 003 West Street Toilet                                       | <a href="#">P Nov '24</a> | Annual                  | Dec '24             |
| 004 Meetings                                                 | <a href="#">P Nov '24</a> | Annual                  | Dec '24             |
| 009 Gods Acre – General                                      | <a href="#">P Nov '24</a> | Annual                  | Dec '24             |
| 010 Speed Indicator Device                                   | <a href="#">P Nov '24</a> | Annual                  | Dec '24             |
| 011 Permit Holders Car Park                                  | <a href="#">P Nov '24</a> | Annual                  | Dec '24             |
| JD Facilities                                                | Jun '23                   | External                | Contract Start Date |
| Gods Acre – Individual Plot Topple Test                      | Dec '23                   | Annual                  | Dec '24             |
| Play area, Internal Inspection & External Annual Inspection, |                           |                         | On Going            |
| <b>Risk Assessments Discarded</b>                            |                           |                         |                     |
| 008 Land Preparation and Tree Planting                       | Nov '22                   |                         |                     |
| Weed Pulling                                                 | Apr '22                   |                         |                     |
| Autumn Tree Challenge Event                                  | Oct '22                   |                         |                     |
| <a href="#">012 - EG Gods Acre Plant Survey</a>              | <a href="#">remove</a>    | <a href="#">One Off</a> |                     |