

Information Report for the Parish Council meeting on 16th September 2026.

Subject: Parish Council Policies – their current review status and recommended additions

BACKGROUND

The internal auditor for Sampford Courtenay recommended in this year's audit (2026/27) that two new policies be compiled. In addition, a change of clerk details this year has necessitated the review of all policies. The list of current policies set out below, continues the work in 2025/26 by the Chair, Cllr Wilson in reviewing where such changes need to be made and ensuring that reviews of policies are kept up to date.

Any changes in the Parish Clerk details within the policies listed will be amended by the Clerk and the website copies of policies be subsequently updated , A Data Breach Policy and a Subject Access Request Procedure statement will be compiled by the Clerk and brought to the January 2027 meeting for approval and adoption

LIST OF PARISH COUNCIL POLICIES

POLICY	LAST REVIEW /ADOPTION	NEXT REVIEW DATE
Disciplinary Policy	Dec 2024	May 2026
Grievance Policy	Sept 2024	May 2026
Grants and Donations Policy	May 2025	May 2026
I T Policy	Jan 2026	May 2027
Documentation Retention Policy	Jan 2006	May 2027
GDPR Data Protection Policy	Jan 2026	May 2027
Anti-Fraud Corruption Strategy	June 2022	May 2027
Anonymous Communication Strategy	Sept 2024	May 2027
Procedure for Co-option	Sept 2024	May 2027
Privacy Policy	Sept 2024	May 2027
Complaints Procedure	Sept 2024	May 2027
Training & Development Policy	Sept 2024	May 2027
Safeguarding Children Policy	Sept 2024	May 2027
Scheme of Delegation	May 2025	May 2027
Dignity at Work Policy	Sept 2024	May 2027
Freedom of Information	Sept 2024	May 2027
E Mail Policy	Sept 2023	May 2027
Financial Regulations	May 2026	May 2027
Standing Orders	May 2026	May 2027
Data Breach Policy	A new policy to be compiled	By January 2027
SAR (Subject Access Request) procedure Procedure defines the process to be followed when a request for access to personal data is received.	A new policy to be compiled	By January 2027