

**GRIMLEY PARISH COUNCIL - WORCESTERSHIRE****LIST OF DOCUMENTS AND POLICIES TO PROVIDE TO NEW MEMBERS**


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 Adopted by Grimley Parish Council: June 2023. Updated May 2025. L.Stevens, Parish Clerk.
**Essential documents to be provided as matter of course**

<b>Title</b>	<b>Year last updated</b>
New Councillor Guide (Induction Guide for Grimley Parish Council)	Jan 2024
Summary of powers and duties of a parish council	WCALC publication
Annual budget for this financial year	April 2025
Future meeting dates	Jan 2025
Member contact details.	March 2025
Annual Action Plan (works/projects anticipated/required by law/requested by residents).	Within annual budget, as each project/aim/principle has a budget allocated, even if nominal.
Code of Conduct, including reminder of the NOLAN principles.	March 2025 (published yes)
Standing Orders of the Parish Council May 2025 new model reg amendments published by NALC	March 2025
Financial Regulations - May 2025 new model reg amendments published by NALC - Accompanied by List of Reserves - Accompanied by List of Assets	May 2025  March 2025 March 2025
List of committee reps	March 2024
Dispensation request form.  & Dispensation request procedure Policy	  May 2024 draft to be adopted.
Declarations of interest form. (blank template for individual use)	Jan 2024
Acceptance of Office form	Jan 2024
IF appropriate – acceptance of Chair/Deputy Chair form	Jan 2024
Acknowledgment of NOLAN principles – signature required.	Jan 2024
Training dates ( <i>training provided by Worcestershire CALC - County Association of Local Councils. Other sources of training can be considered by the Council</i> ).	As and when. Clerk can provide log in details so that each cllr can check training courses to match their needs and wants.

**Important documents available to all Councillors upon request**

<b>Title</b>	<b>Year last updated</b>	<b>Published on website?</b>
Councillor guide leaflet – Good Councillors Guide (2016 or latest year)	External publication	Too large a file.
Councillor guide leaflet – Governance & accountability local councils Mar 2014	External publication	Too large a file.
Councillor guide leaflet - local government structure - may 2012	External publication	To check
Councillor guide leaflet - WCALC guidelines - how councils work	External publication	yes
Councillor guide leaflet - Power and duties of parish councils	External publication	yes
Councillor guide leaflet - Transparency code for smaller authorities	External publication	No as PC is not responsible for updating. Too large a file.
Councillor guide leaflet – Openness and transparency on personal interests	External publication	Within parish council Policy document on Dispersations and declarations only (see above).
GDPR Data Protection Policy & Information Security Policy And the following supporting policies..... - Privacy Notice – How we store your personal information and why.	Feb 2024	yes

<ul style="list-style-type: none"> <li>- Consent Form</li> <li>- Subject Access Request Procedure</li> <li>- Freedom of Information – documents available for publication and costs</li> <li>- Document/Data Retention Policy</li> </ul>		
<p><b>Risk Assessments</b></p> <p>being updated March – May 2025 to include Martyn's Law. Clerk also undertaking a review of corporate risks.</p>	Feb 2024.	Yes for parish council meetings, so that public can access, review and implement.
S137 & Grants Policy, including grant to religious orgs.	May 2024	yes
Public Open Forum Policy	March 2024	yes
Information provided to the public at each meeting	March 2024	yes
Planning Response Policy	May 2024	yes
Biodiversity Policy	Jan 2023	yes
Community Engagement Strategy	Dec 2023	yes
Press and Social Media Policy, including website and email policies – drafted not adopted	March 2025	Not yet
Website Accessibility Statement – <i>relevant for old website only.</i>	Feb 2024	yes
Parish council resident welcome leaflet	2022	No
Monkwood Green Commoners Association Terms of Ref	2022	No
Monkwood Green five year rolling plan and tree survey	2023	No
Management of parish council owned land - draft	Not yet adopted	
Code of Conduct, including reminder of the NOLAN principles. - May 2025 new model reg amendments published by NALC	March 2025	yes
List of committee reps – <i>being reviewed at this meeting</i>	March 2024	yes
Dispensation request form & Dispensation request procedure policy	March 2024	No
List of existing dispensations awarded to existing councillors	Monthly	FOI only
Co-option Policy	March 2024	No
Staffing Committee Terms of Ref Includes guidance on STAFF APPRAISAL, Guidance on STAFF SICKNESS ABSENCE, Guidance on STAFF ANNUAL LEAVE AKA Protocol for the Formation, Operation and Closure of Working Groups/Committee meetings	Feb 2024	yes
Delegation to the Clerk policy – read alongside Financial Regulations	March 2025	No
Training Policy (member and staff)	To be written	
Expenses Policy – read alongside Financial Regulations	March 2025	No
Grievance Policy (staff)	March 2024	No
Harassment and bullying Policy	March 2024	No
Disciplinary Procedure (staff discipline procedure)	Jan 2024	No
Complaints Procedure (Resident and Electors)	March 2024	yes
Equal opportunities Policy	May 2024	yes
Home Working Policy	March 2024	No
Lone Working Policy	Jan 2024	No.
Health and Safety Policy	May 2024	No
Attendance Register	Jan 2025	No
Gifts and Hospitality	May 2024	yes
Meeting minutes and agendas	Monthly	yes

**Equipment provided upon request:**

- High vis jacket.
- OS Map of parish.
- Some Cllrs request a litter pick stick and bags be provided. Litter picking is non-mandatory!

**Minutes of previous meetings**

- The bound copies of these are available upon request for inspection. Please note that in most cases these are the sole existing copies!

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