



Buckden Parish Council
Policy Schedule
2026-27

V1

GOVERNANCE			
POLICY	DATE LAST REVIEWED	NEXT REVIEW DATE	DATE APPROVED/REVISED
Standing orders	May 2025	Review Annually or update as required e.g. changes in legislation Review May each year	New model received from NALC - adopted at May 2025 BPC Minute 05-011/4
Dispensation form	May 2025	It forms a part of Standing Orders – Annually – Review May each year	Reviewed and adopted at May 2025 BPC Minute 05-011/4
Risk Management Action Plan	March 2025	Review annually	Approved 10 March 2025 Minute 03-231
Operational Plan	April 2025	Yearly	Approved in April 2025 - Minute 04-248
FINANCE			
Finance Regulations	April 2025	Review Annually (May) and update as required e.g. changes in legislation	Reviewed February 2024 Minute 02-199/2 Approved April 2025 Minute 04-249/2 – <i>new NALC model policy adopted</i>
Reserves Policy	May 2024	Review July 2026	Approved July 2021 Reviewed February 2024 Reviewed May 2024

			Reviewed February 2024 Minute 02-199/3 and approved in May 2024 at full PC Minute No 05-014.4
Financial Risk Management Policy	July 2025	Review July 2026	Approved July 2021: • Risk Assessment – Strategic Financial Risks • Risk assessment – use of online banking to make electronic payments • Risk Assessment – Unity Bank Commercial Multi-pay credit card and use of separate Fuel (credit) card by handymen • Risk assessment – Transport and Handling of Cash Reviewed February 2024 Minute 02-199/1.1, 1.2, 1.3, 1.4 Approved July 2025 Minute 07-061/1
Donations and Grants Policy	Sept 2024	Review every 3 years – Next review May 2027	Approved 9 Jul 2019 PC meeting, - Minute No (2019-20) 317.1 Approved May 2023 Approved Sept 2024 Minute 09-078/1
Investment Policy/Strategy	May 2023	Review July 2026	Approved Full BPC Feb 2021 Minute 02/169.1, reviewed 10 th May 22 Minute No.0513/1, approved May 2023
Single Tender Actions Policy	December 2024	Review July 2027	Adopted in Nov 2021 – Minute No 11-129 Reviewed in Nov 2022 – Minute No 11-117/2 Reviewed Feb 2024 0 Minute 02-199/4 Reviewed Dec 2024 Minute 12-146/1

GENERAL POLICIES			
POLICY	DATE LAST REVIEWED	NEXT REVIEW DATE	DATE APPROVED/REVISED
Complaints Policy & Habitual and Vexations Complaints Policy (x 2 policies)	December 2024	Review in 2026.27 or when required – <i>review August, approve Sept 2026</i>	Approved: February 2020 Minute No 461.1. Amended 10 Nov 2020 Minute No 11-104/6. May 2021 Minute No 05-015.1. May 2022 Minute No 05-16 <i>Both Policies APPROVED in December 2024 minute No 12-146/2</i>
Equality and Diversity Policy (Dignity at Work Policy (new)	December 2022	Review in 2026.27 or as required - <i>review August, approve Sept 2026</i>	Approved: 10 Nov 2020 Minute 11-104/5 8 Feb 2022 Minute 02-195/3 Reviewed Dec 2022 <i>New NALC document obtained in Nov 2024. Dignity at Work Policy was missing. All now obtained, need reviewing.</i>
Health and Safety Policy	July 2025	Annually – <i>review August, approve Sept 2026</i>	Approved: 5 July 2025 Minute Number 14
Safeguarding Policy and Procedures	Sept 2025	Annually – <i>next review August, approve Sept 2026</i>	Revised Policy and Procedures Approved May 2020 Minute No 05-526, May 2021 Minute No 05-015.1, 11 July 2023 Minute 07-64 9 Sept 2025 Minute 09-085/1
Whistleblowing	Feb 2020	Review in 2027	Approved February 2020 Minute No 461.1.
Training Policy	Feb 2022	Review in 2027	1 st time adopted and approved 8 Feb 2022 Minute 02-195/2

UK GDPR DOCUMENTS			
POLICY	DATE LAST REVIEWED	NEXT REVIEW DATE	DATE APPROVED/REVISED
ICO - Publication scheme	Jun 2024	Review as required by NALC	Approved Jun 2024 Minute 06-037/1
Privacy Policy	Dec 2025	Review every 5 years	Allotment Holders Privacy Notice/ Policy was Reviewed Nov 2018 – it was sent to all new tenants. Reviewed and approved December 2025 Minute 12-156/1 – Note: to be sent to all new Allotment tenants
Data mapping (<i>excel spreadsheet – too large for the website</i>)	Dec 2025	Review every 5 years	Approved June 2020 Minute 06-11.7 Reviewed and approved December 2025 Minute 12-156/1
Cyber Security Policy	Nov 2025	Review every 5 years	Approved Oct 2022 Minute No 10-101 With Comms Group Sept 2025, approved by BPC Nov 2025 Minute No 11-145/1.1
Cyber Security Check List	Nov 2025	Review the Check list in this Financial Year	Approved June 2020 Minute 06-11.8 Reviewed Oct 2022 Cyber Security Policy approved in Nov 2025 by BPC.
Data Protection Policy	Nov 2025	Review every 5 years	Approved June 2020 Minute 06-11.1 New model of Data protection policy obtained from NALC website - as advised by CAPALC Approved by BPC Nov 2025 Minute No 11-145/1.3
IT Policy	Nov 2025	Review every 5 years	<u>New 2025</u> – with Comms Group Sept 2025 Approved by BPC Nov 2025 Minute No 11-145/1.2
Subject Access Policy and Form SAR (x 2 docs)	Feb 2026	Every 5 years or when changes occur	Approved June 2020 Minute 06-11.3

Social Media and Electronic Communications Policy	Dec 2025	Review as required	Approved June 2020 Minute 06-11.2 Reviewed and approved December 2025 Minute 12-156/1
Media Communication Policy	July 2020	Review in this Financial Year – Coms Group review 2026	Approved February 2020 Minute 461.1 To be reviewed at least every 2 years.
Allotments Consent Form (Allotment holder contact details form)	Jun 2021	Review in this Financial Year – Asst Clerk	Reviewed and adopted in Nov 2018 – this is sent to all new tenants. Reviewed in Jun 2021
Freedom of Information Policy and Procedure 9x 2 docs)	Dec 2020	Review in this Financial Year – Coms Group	Approved December 2020 Minute No 12-127/3.
Information Sharing agreement	June 2020	Review in this Financial Year – Coms Group	Approved June 2020 Minute 06-11.6
ROPA	July 2026		
A log of Data Breaches	July 2026		
EMPLOYMENT POLICIES AND PROCEDURES			
POLICY	DATE LAST REVIEWED	NEXT REVIEW DATE	DATE APPROVED/REVISED
Lone Working Policy	Sept 2025	Review 2026	Approved 4 May 2021 (RM) Reviewed 10 th May 22 Minute N. 05-17, 15 Nov 2023 VMAG Minute 14 VMC Sep 2025
Disciplinary Policy	Oct 2023	Review 2026	Approved May 2020 Minute No 05-526 Reviewed Oct 2023 Minute 10-112
Grievance Policy	May 2023	Review 2026	Approved May 2020 Minute No 05-526 Reviewed Oct 2023 Minute 10-112
Staff Appraisal policy and process	Process March 2021 Policy 2026	As required	Appraisals to be carried out annually in March

VM COMMITTEE			
POLICY	DATE LAST REVIEWED	NEXT REVIEW DATE	DATE APPROVED/REVISED
Handymen List of Policies & Procedures	July 2025	Review yearly in February	Reviewed at VMAG meeting in April and are being taken to May's BPC: - Litter picking Risk Assessment - Daily Risk Assessment - Risk Assessment Grass cutting - Risk Assessment Strimmer - Risk Assessment Shredder - H&S (<i>also under General Policies</i>) - Lone working Policy (<i>also under Employment section</i>) Each year handymen sign (following the appraisal) the 'Record of Policies & Procedures for each employee's Roles & Responsibilities', approved by VMAG
PLANNING			
POLICY	DATE LAST REVIEWED	NEXT REVIEW DATE	DATE APPROVED/REVISED
Meeting with Developers	Jun 2022	Review when required	Minute 06-43 Meeting held on 14 Jun 2022
Solar Panels Policy	Oct 2023	Review when required	Approved October 2023
ALLOTMENTS			
You and Your Allotment	May 2023	Review as required	Updated May 2023

CEMETERY			
Memorial safety testing management	When required	2023	VMV
TREES			
Tree Assessment Policy	Sept 2020	Agreement put in place with HDC in Jun 2023	Approved September 2020 Minute No 09-60/1.
Tree Strategy	Jun 2022	Review as required	Approved by PC Minute 06-47 at the meeting of 14 Jun 2022
GREEN INFRASTRUCTURE			
Buckden Biodiversity Policy and Action Plan	When required	12 July 2022	New document
WINTER MANAGEMENT PLAN			
Winter Management Plan	When required	2020	Adopted by BPC in Oct 2018 – new document Reviewed in 2020
FLOOD PLAN			
Flood Plan	November 2025	Yearly	Adopted Nov 2025 by full BPC