

# Pirton Parish Council

## STANDARD DOCUMENTS (Updated 13 May 2021)



Document Reference	Document Name	Legal Reference	Date Adopted	Last Re-Assessment	Next Re-Assessment
Doc001	Standing Orders	LGA 1972 sch.12 para.42	14.05.2020	06.05.2021	May 2022
Doc002	Code of Conduct	Localism Act 2011, s.27	12.07.2012	13.12.2018	July 2021
Doc003	Financial Regulations	LGA 1972 s.151	14.05.2020	06.05.2021	May 2022
Doc004	Standing Orders – RFO	LGA 1972 s.151	11.09.2003	11.06.2020	June 2023
Doc005	Chairmanship	LGA 1972 s3	13.02.2003	11.06.2020	June 2023
Doc006	Major Incident Emergency Plan	LGA 1972 s.111	12.07.2009	07.09.2017	Sep 2020 Ongoing
Doc006a	Pirton Resources			May 2021	
Doc007	FoI Publication Scheme	Freedom of Info. Act 2001 s.1	28.12.2002	06.05.2021	May 2022
Doc008	Allotment Tenancy Rules	Allotments Act 1950	08.07.2004	10.09.2020	Sep 2023
Doc009	Complaints Procedure	LGA 1972 s.111	12.04.2007	2019	May 2022
Doc010	PNPSG Accounting Procedures	LGA 1972 s.151	13.02.2014	14.05.2020	May 2023
Doc011	Risk Management Policy		12.03.2015	06.05.2021	May 2022
Doc012	Discipline Procedure	LGA 1972 s.111	14.08.2014	10.09.2020	Sep 2023
Doc013	Grievance Procedure	LGA 1972 s.111	14.08.2014	10.09.2020	Sep 2023
Doc014	Terms of Ref. & Delegation Scheme	LGA 1972 s.101	12.02.2015	14.05.2020	May 2023
Doc014a	Committee Membership			06.05.2021	May 2022
Doc015	Play Area Inspection Form		01.12.2013	13.05.2021	May 2024
Doc016	Social Media & Electronic Comms. Policy	LGA 1972 s.111, GDPR	12.03.2015	10.06.2021	May 2024
Doc017	Protocol for Dealing with Developers		13.08.2015	13.12.2018	Nov 2021
Doc018	Grants Policy		11.02.2016	2019	May 2022
Doc019	Grant Application Form		11.02.2016	2019	May 2022
Doc020	Great Green Policy	Commons Reg.Act 1965 s.1(2)(a)	14.04.2016	14.05.2020	May 2023
Doc021	Parking Permit Application Form		14.04.2016	09.03.2020	Mar 2023
Doc022	MUGA Terms & Conditions of Hire		08.09.2016	13.05.2021	May 2024
Doc022a	MUGA Usage Schedule		08.03.2018	-	Mar 2021
Doc023	MUGA Booking Form		08.09.2016	Jan 2020	Jan 2023
Doc024	Pirton Parish Council Village Greens		11.06.2020	11.06.2020	Jun 2023
Doc025	Internal Financial Controls Policy		06.05.2021	06.05.2021	May 2022
Doc026	Financial Reserves Policy		06.05.2021	06.05.2021	May 2022

LGA = Local Government Act

## General Data Protection Regulation Documents

Document Reference	Document Name	Legal Reference	Date Adopted	Last Re-Assessment	Next Re-Assessment
Doc101	Document Retention Policy	GDPR	12.04.2018	Apr 2021	Apr 2024
Doc102	Information Protection Policy	GDPR	12.04.2018	Apr 2021	Apr 2024
Doc103	Information Security Incident Policy	GDPR	12.04.2018	Apr 2021	Apr 2024
Doc104	Contact Consent Forms	GDPR	08.03.2018	Apr 2021	Apr 2024
- Doc104a	- Allotment Tenancy			Apr 2021	Apr 2024
- Doc104b	- Employee			Apr 2021	Apr 2024
- Doc104c	- MUGA Hirer			Apr 2021	Apr 2024
- Doc104d	- General			Apr 2021	Apr 2024
Doc105	Privacy Notices	GDPR	08.03.2018	Apr 2021	Apr 2024
- Doc105a	- Allotments			Apr 2021	Apr 2024
- Doc105b	- Employee			Apr 2021	Apr 2024
- Doc105c	- Hirer			Apr 2021	Apr 2024
- Doc105d	- Job Application			Apr 2021	Apr 2024
- Doc105e	- Parish Councillor			Apr 2021	Apr 2024
- Doc105f	- General			Apr 2021	Apr 2024
-	-				

Uploaded to website 13 May 2021

# Pirton Parish Council



## RISK ASSESSMENTS

Document Reference	Document Name	Date Adopted	Last Re-Assessment	Next Re-Assessment
Ra001	Finance	13.08.2015	13.12.2018	Nov 2021
Ra002	Street Cleaner	09.07.2015	13.12.2018	Nov 2021
Ra003	Strimmer	10.09.2015	13.12.2018	Nov 2021
Ra004	Clean-Up Day	11.06.2015	13.12.2018	Nov 2021
Ra005	<del>Firework Display</del>	<del>08.10.2015</del>	<del>13.12.2018</del>	<del>Delete</del>
Ra006	Play Areas	08.10.2015	13.12.2018	Nov 2021
Ra007	Fire (PSSC)	08.10.2015	13.12.2018	Nov 2021
Ra008	Pond Work	10.09.2015	13.12.2018	Nov 2021
Ra009	<del>Boxing Day Run</del>	<del>10.12.2015</del>	<del>13.12.2018</del>	<del>Delete</del>
Ra010	Summer Fair	14.07.2016		Delete

Non-PPC events deleted from Parish Council risk assessments May2021

### Insurance -

For events to be insured under the Councils' insurance policy, the Council, a working party or a sub-committee of the Council must be the sole organiser of the event. We should be advised of any event with more than 1,000 attendees at any one time