

**St Peter the Great Parish Council**  
**Parish Council Policies, Memberships & Administrative Affairs Information Sheet**  
**2016/17 Session**

Requirement	Subject	Status	Minute	Web
SO 2(k)(vii)	Standing Orders (SO)	Version 2016 v1 Adopted 25th April 2016	2516(c)	Y
SO 2(k)(vii), 30	Financial Regulations (FR)	Version Dated 26th March 2016 Adopted 25th April 2016	2816(b)	Y
SO 1(v), 31	Code of Conduct	Adopted 29/10/12	8412(d)	Y
	Representative to Standards Committee	Cllr P Thorlby, Cllr P Clayton	4614(e)	Y(M)
FR 3	Budget & Provisions	2016/17 Confirmed 25/1/16	1316(c)	Y
FR 3.4	Precept Determined	2016/17 Confirmed 25/1/16 (Precept: £36,450 + City Grant £993)	1316(b)	Y(M)
SO 2(k)(viii)	Arrangements with Other Authorities	2016/17 Warden Agreement with City Council approved 25th April 2016	2516(e)	
FR 17	Risk Schedule	Updated and Reviewed 29/6/09. <b>To be reviewed by portfolio holder</b>		
SO 2(k)(viii)	Charters	"The Councils Charter" Signed County, City, CALC & St Peters Parish, 28/6/05		Y
SO 2(k)(ix)	Representation to W-CALC Executive	Cllr Paul Thorlby	5505(c)	Y(M)
	Representative to PACT	Cllr Ross Walker	4614(d)	Y(M)
SO 2(k)(iii)	Delegation Arrangements	None established		
SO 2(k)(iv),(v),(vi)	Committees	None established		
SO 2(k) (x)	Power of Well-Being	Not applicable, Council not eligible		
SO 2(k)(xi)	Review Asset Register	31st March 2009. <b>To be reviewed by portfolio holder</b>		Y
SO 2(k)(xii)	Review Insurance Cover	Decision at <b>tbc</b> meeting to renew cover.		Y
SO 2(k)(xiii)	Membership (Council)	Worcestershire CALC membership fee approved 25th April 2015	2816(a)	Y(M)
SO 2(k)(xiii)	Membership (Employee)	Clerk is eligible for membership of SLCC		
SO 2(k)(xiv)	Complaints Procedure	Last updated 24/5/2004. <b>Procedure to be Reviewed in light of Code of Conduct Regulations</b>		Y
SO 2(k)(xv), 27	Freedom of Information	Publication Scheme (March 2009) & Schedule of Information Adopted 29/6/09	4809(b)	Y
SO 2(k)(xvi), 28	Press & Media Policy	Chairman is only Councillor Authorised to speak to press on behalf of Council. <b>Policy statement required</b>		
SO 2(k)(xvii)	Meeting Dates & Times	Annual meeting 3rd Monday in May, ordinary meetings last Monday of each Month except no meeting in August or December, unless otherwise notified		Y
FR 5-8	Grant Policy	Adopted 29th June 2009.	4809(b)	Y
	Councillor Portfolio	Adopted <b>tbc</b>		Y
	Parish Survey	Survey conducted 21st July - 15th September, Results Report 13/10/13	8813(e)	Y
SO 2(k)(xv)	Data Protection Policy	Adopted 30/3/2015	3215(d)	Y
Data Protection Act	Registration with Information Commissioner	Approved 30/3/2015	3215(d)	N/A

Note: Under 'Web': Y(M) means present on the Parish Council Web Site by virtue of inclusion in the relevant Minute and not separately

**Updated 2nd May 2016. Presented to Parish Council for Review iaw Standing Orders 2(k)(iii) - (xvii): ADOPTED 16/5/2016**

**Signed (Chairman): ORIGINAL SIGNED**

**Signed (Proper Officer): ORIGINAL SIGNED**

**Date:**

**Date:**