

## **GOVERNING DOCUMENTS**

### **1 Introduction**

This document sets out the objectives and use of the Governance documents used by South Stoke Parish Council. It includes a list of all current Governance documents.

### **2 Objective of Governing Documents**

- 2.1 To meet good governance standards.
- 2.2 To underpin the Parish Council's local leadership and community engagement role.
- 2.3 To support the Parish Council's effective provision of local services.
- 2.4 To reflect the extent of the Parish Council's activity.
- 2.5 To act as a point of reference for Parish Councillors.
- 2.6 To ensure that the Parish Council's activities are efficient, effective and conform to legal requirements.

### **3 Creating governing documents**

- 3.1 The list and contents of documents will follow guidelines from national bodies.
- 3.2 Documents will reflect local needs.
- 3.3 Specific documents will be produced in response to a particular issue.
- 3.4 Documents will be up-dated and altered to reflect changing needs and requirements.
- 3.5 New documents will be issued in draft form, comments from Councillors added, and the final version formally approved at a meeting of the Council.
- 3.6 All documents will be reviewed annually, and the review recorded in the Parish Council's minutes.
- 3.7 All documents will be prefaced by an introduction and explanation that briefly summarises the governance arrangements detailed in the document.
- 3.8 All documents will be on South Stoke Parish Council headed paper with a footer containing the date of preparation, the document name and the page number.
- 3.9 All documents will contain a statement of when the policy was accepted by the Parish Council and when approved, will be signed by the Chairman.

### **4 Access to the Parish Council's Governing Documents**

- 4.1 A list of documents and a hard copy of each will be kept by the Clerk.
- 4.2 Documents will be available for inspection by members of the parish.
- 4.3 The information will also be available on the village website.
- 4.4 New Councillors will be expected to familiarise themselves with the Council's governing documents.

### **5 Compliance with Governing Documents**

- 5.1 The Council should be able to demonstrate compliance with its governance documents in relation to any activity and decision.



## 6 Governance Documents Currently in Force

Title	Approval/ Reapproval Date	Minute Ref	Next Review Date
1. Introduction to Governing Documents	26 April 2021		As needed
2. Standing Orders for South Stoke Parish Council	22 <sup>nd</sup> March 2021		
3. Financial Regulations			
4. Good Working Practices for Councillors			
5. Role of the Chairman of the Parish Council			
6. Councillor Code of Conduct			
7. Clerk’s Job Description			
8. Clerk’s Contract of Employment			
9. Complaints Procedure			
10. Health and Safety Policy			
11. Protocol on Gifts and Hospitality			
12. Risk Assessment			
13. Equality and diversity policy			
14. Data Protection policy			
15. Freedom of Information			
16. Grievance Procedure			
17. Posters and Signs Policy			
18. Grants Policy			
19. Privacy Notice			
20. Retention Policy			
21. Community Building Committee Terms of Reference.			
22. Financial Risk Assessment	26 April 2021		Yearly
23. Review of Effectiveness of Internal Audit	26 April 2021		Yearly



Title	Approval/ Reapproval Date	Minute Ref	Next Review Date
24. Internal Controls	26 April 2021		Yearly
25. Parish Council Continuity Plan [DRAFT]			
26. Freedom of South Stoke			
27. Parish Emergency Plan [DRAFT]			
28. Expenses Policy [DRAFT]			
29. Marking the Death of a Senior National Figure			
30. Unreasonably Persistent or Vexatious Complaints Policy			
31. Accessibility Statement ToR			
32. Staffing Committee ToR			
33. SS 2035 CIC WG ToR			
34. Slipway Policy	26 April 2021		
35. Slipway Committee Terms of Reference	26 April 2021		
36. Reserves Policy	26 April 2021		
37. Cash Receipts Policy	26 April 2021		
38. Yearly Action Plan [Draft]			
39. Three Year Long Term Plan [Draft]			

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## 7 Review of the policy.

This policy is considered to be a working document, with the content of Section 6 being updated on an as needed basis. If any other sections need to be updated, it will be brought to the Full Council for reapproval.

Signed:

B Urbick