

### CLlr Review of Governance Documents – Appendix 3 (Updated)

| Documents  | Reviewers 2021                | Date of next review | Reviewers 2022                  | Notes/<br>Date Completed |
|--|-------------------------------|---------------------|---------------------------------|--------------------------|
| 1. Standing Orders                               | ALL                           | 28/04/22            | ALL                             |                          |
| 2. Financial Regulations                         | Cllrs. Tigwell, Geen & Clerk  | 28/04/22            | Clerk & Cllr. Geen              |                          |
| 3. Members' Code of Conduct                      | ALL                           | 28/04/22            | ALL                             |                          |
| 4. Transparency Code                             | ALL                           | 28/4/22             | ALL                             |                          |
| 5. Risk Management Strategy                      | APPROVED                      | 23/03/22            | Cllr. Geen & Clerk              |                          |
| 4.1 Community Engagement Policy                  | Cllr. Watson                  | 28/04/22            | Cllr. Watson                    |                          |
| 4.2 Princetown CCTV Policy                       | Cllrs. Tigwell, Geen & Clerk  | 28/03/22            | Clerk & Cllrs. Manning & Geen   |                          |
| 2.1 Grants and Donations Procedure               | Cllrs. Tigwell, Geen & Clerk  | 28/04/22            | Clerk & Cllr. Geen              |                          |
| 3.1 Complaints Procedure                         | Cllr. Manning                 | 23/3/22             | Cllr. Manning                   |                          |
| 5.1 Play Area Inspections Procedure              | Cllrs. Henson, Stones & Byrom | 28/04/22            | Cllrs. Henson, Williams, Byroms |                          |
| 5.2 Lengthsman and Grounds Maintenance Procedure | Cllr. Worth & Clerk           | 23/03/22            | Clerk & Cllr. Henson            |                          |
| 5.3 Snow Warden Procedure                        | Cllr. Worth                   | 26/06/22            | Cllr. Byroms                    |                          |
| 5.4 Memorial Inspections Procedure               | Cllr. Greatrex                | 28/04/22            | Cllr Greatrex                   |                          |
| 5.5 Burials                                      |                               | 23/11/22            | N/A                             |                          |
| 5.6 Public Seating                               |                               | 23/02/23            | N/A                             |                          |

| <b>Documents</b>   | <b>Reviewers 2021</b> | <b>Date of next review</b> | <b>Reviewers 2022</b> |  |
|--|-----------------------|----------------------------|-----------------------|--|
| 4.2.1 Princetown CCTV Data Protection Impact Assessment  | APPROVED 19/05/20 v4  |                            | Cllr. Manning & Clerk |  |
| 5.2.1 Lengthsman and Grounds Maintenance Risk Assessment | Cllr. Worth & Clerk   | 21/04/22                   | Cllr. Henson & Clerk  |  |
| 5.3.1 Snow Warden Risk Assessment                        | Cllr. Worth           | 22/06/22                   | Cllr. Byroms          |  |
| 4.1.1 Publication Scheme                                 | Clerk                 | 28/04/22                   | Clerk                 |  |
| 4.1.2 Privacy  | Clerk                 | 28/04/22                   | Clerk                 |  |