

Barningham Parish Council Document Review Schedule May 2026

	Document	Meeting Reviewed	Updated	Review Due	Review Due
		Annual		Annual	
		Feb 2026 meeting			
19 Policy File	Website Disclaimer	Feb 2026	Need		February 2029
04 Policy File	Standing Orders	June 2025	Updated to new model Feb 2026	May 2026	
1 Cemetery File	Cemetery Regs	June 2025	Feb 2026	Feb 2027	
		March 2026 Meeting			
1 Accounts File	Asset Register	June 2025	To review March 2026	June 2026	
12 Policy File	Complaints Procedure	March 2026	Need		March 2029
13 Policy File	Press Media Policy	March 2026	Need		March 2029
7 Accounts File	Internal Control Report	August 2025	To receive before 31 March 2026	February 2027	
		April 2026 Meeting			
8 Accounts File	Insurance	April 2026	May 2025 paid	April 2027	
		May 2026 Meeting			
02 Policy File	Councillor Code of Conduct	June 2025	May 2026 review to get in line	May 2027	
03 Policy File	Financial Standing Orders	June 2025	May 2026 review to get in line	May 2027	
04 Policy File	Standing Orders	June 2025	Updated to new model Feb 2026	May 2027	
	This schedule				
	End of year accounts		End of year accounts		
		June 2026 Meeting			
1 Accounts File	Asset Register	March 2026	Reviewed March 2026 review again to get in line	June 2027	
2 Accounts File	Clerks contract	June 2025		June 2027	
3 Accounts File	Caretakers contract	Oct 2025	Dec 2025 to reflect pension	June 2027	
4 Accounts File	Grievance & Disciplinary Policy				June 2028

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		August 2026 Meeting			
5 Accounts File	Reserves Policy	August 2025	Review August 2026 to get in line	August 2027	
6 Accounts File	Internal Control Policy	August 2025			August 2028
01 Policy File	Risk Assessment	July 2025	Review August 2026 to get in line	August 2027	
01 Policy file	Risk Assessment short	March 2024	Review August 2026 to get in line	August 2027	
21 Policy File	Disability Audit	March 2026	To finalise		March 2029
		September 2026 Meeting			
18 Policy File	Training and development		Need		September 2029
20 Policy File	Appraisal/performance		Need	September 2027	
		October 2026 Meeting			
14 Policy File	Anonymous Correspondence	October 2026			October 2029
		November 2026 Meeting			
	Budget	Budget			
		December 2026 Meeting			
08 1 Policy File	Safeguarding Policy	September 2025	Updated December 2025	December 2026	
11 Policy File	IT Policy	December 2025		December 2026	
		From February 2027 onwards	Repeat annual as above plus		
1 Cemetery File	Cemetery Regs	June 2025	Feb 2026	February 2027	
07 Policy File	Bully and Harassment Statement	March 2024			March 2027
17 Policy File	Privacy Statement +short	March 2024			March 2027
15 Policy File	Environment Policy	Sept 2024			Sept 2027
16 Policy File	Grants Policy	March 2025			March 2028
09 2 Policy File	Health and Safety Policy	June 2025			June 2028

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10 3 Policy File	Equal Opportunity Policy	June 2025			June 2028
05 1 Policy File	1 of 3 FOI Procedure for handling requests for Information	August 2025			September 2028
05 2 Policy File	2 of 3 FOI Publication Scheme Information	August 2025			September 2028
05 3 Policy File	3 of 3 FOI Publication Scheme	August 2025			September 2028
06 Policy File	Information Protection Policy	August 2025			September 2028