

Parish and Town Councils operate using rules and regulations, defined in the Local Government Act 1972, other Government Acts and Legislation applicable to Councils as Corporate Bodies. This document lists policies, procedures and documents adopted by Holbeach Parish Council.

ⁱStatutory Requirement	Audit Requirement	Best Practice	Must Retain
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Policy / Procedure		Available from	Date adoption By Council	Date for review
Open Spaces				
Allotment Rules and Regulations	BP	Website	08-04-24	April 2025
Allotment Application Form	BP	Website	08-04-24	April 2025
Allotment Fees	AR	Website	08-04-24	April 2025
List of Allotment Holders	AR	Parish offices	Continual	Continual
Cemetery Fees ¹	SR	Website	08-04-24	April 2025
Cemetery Rules and Regulations ²	SR	Website	08-04-24	April 2025
Memorial Policy & Regulations	BP	Website	08-04-24	April 2025
Memorial Application Form	BP	Website	08-04-24	April 2025
Monument Plaque Application Form	BP	Website	08-04-24	April 2025
Record Of Exclusive Rights of Burial ³	SR	Parish offices	As Required	Continual
Register of Burials ⁴	SR	As required	As required	Continual
Register of Graves ⁵	SR	As required	As required	Continual
Maps/plans of cemeteries	SR	Parish Offices	Continual	Continual
Scattering of Ashes Policy	AR	Website	08-04-24	April 2025
Play Equipment Policy	BP	Website	08-04-24	April 2025

¹ Local Authority Cemeteries Order 1977 part 15 (3)

² Local Authorities Cemeteries Order 1977 part 15 (3)

³ Local Authorities Cemeteries Order 1977 sch 2 part ii

⁴ Local Authorities Cemeteries Oder 1977

⁵ Local Authorities Cemeteries Order 1977 s (8)

Record of Play Inspections ⁶	SR	Parish offices	Continual	Continual
Tree and Log Policy	BP	Website	08/04/24	April 2025
Planning, Properties, Emergency Planning & Speeding				
Planning Response Policy	BP	Website	08-04-24	April 2025
Events & PR				
Community Engagement & Communication Policy	BP	Website	08-04-24	April 2025
Abusive, Persistent or Vexatious Complaints	BP	Website	08-04-24	April 2025
Public Complaints & Concerns Procedure	BP	Website	08-04-24	April 2025
Finance				
Accounts (EdgeIT Finance) ⁷	SR	Continual	Continual	Continual
Asset Register	AR	Website	Continual	Continual
Employers Liability Certificate	SR	Website	25-01-24	24-01-25
Insurance Register	AR	Parish offices	25-01-24	24-01-25
Record of Contractors insurance	BP	Parish Offices	Continual	Continual
Reserves Policy	BP	Website	08-04-24	April 2025
Financial Regulations ⁸	SR	Website	08-04-24	April 2025
Risk Register	AR	Website	08-04-24	April 2025
Procurement Policy	BP	Website	08-04-24	April 2025
Grant Awarding Policy	BP	Website	08-04-24	April 2025
Grant Application Form	BP	Website	08-04-24	April 2025
Members Expenses Policy	BP	Website	08-04-24	April 2025
Fixed Asset Capitalisation Policy	BP	Website	08-04-24	April 2025
Fixed Asset Policy	BP	Website	08-04-24	April 2025
Asset Disposal Policy	BP	Website	08-04-24	April 2025

⁶ Health & Safety at Work Act 1974 (as revised and updated)

⁷ Accounts & Audit Regulations 2015

⁸ Local Government Finance Act 1990 s50

VAT reclaim record	AR	Parish offices	Quarterly	Quarterly
Cash Handling Policy	BP	Website	08-04-24	April 2025
GNRI Process	BP	Website	08-04-24	April 2025
ICT Policy	BP	Website	08-04-24	April 2025
Record of borrowings	AR	Parish offices	Annually upon receipt of statement	Annually
HR, H & S, Data Protection				
Employee Handbook	BP	Website	08-04-24	April 2025
Contracts of Employment ⁹	SR	On engagement of staff	On engagement of staff	As required
Holiday records	AR	Parish offices	Continual	Continual
Payroll records	AR	Parish offices	Continual	Continual
Holiday Entitlement Policy	BP	Website	13-05-24	April 2025
Maternity, Paternity & Adoption Leave Policy	SR	Website	08-04-24	April 2025
Lone Working Policy	BP	Website	13-05-24	April 2025
Capability Procedure	BP	Website	08-04-24	April 2025
Flexible Working hours policy	BP	Website	08-04-24	April 2025
Councillor-Officer protocol	BP	Website	08-04-24	April 2025
Reference Policy	BP	Website	08-04-24	April 2025
Recruitment & Selection Policy	BP	Website	08-04-24	April 2025
Staff appraisal policy	BP	Website	08-04-24	April 2025
Health & Safety Policy	BP	Website	08-04-24	April 2025
Volunteer Policy	BP	Website	08-04-24	April 2025
Training & Development Policy	BP	Website	08-04-24	April 2025
Data Breach Procedure ¹⁰	SR	Website	08-04-24	April 2025

⁹ Employment Rights Act 1996 pt 1 s1

¹⁰ Data Protection Act 2018

Data Protection Policy ¹¹	SR	Website	08-04-24	April 2025
General Privacy Notice ¹²	SR	Website	08-04-24	April 2025
Subject Access Requests Procedure ¹³	SR	Website	08-04-24	April 2025
Publication Scheme ¹⁴	SR	Website	08-04-24	April 2025
Policy on Handling Freedom of Information Requests ¹⁵	SR	Website	08-04-24	April 2025
CCTV Data Impact Assessment	AR			
CCTV Policy	BP			
Freedom of Information Requests	BP	Website	Continual	Continual
Governance (Full Council)				
Code of Conduct ¹⁶	SR	Website	08-04-24	April 2025
Code of Conduct Complaint Form		SHDC	19/04/2022	11/04/2023
Unpublished policy	BP	Parish Offices	19/04/2022	11/04/2023
Standing Orders ¹⁷	SR	Website	08-04-24	April 2025
Councillor Co-option Policy	BP	Website	08-04-24	April 2025

¹¹ Data Protection Act 2018

¹² Data Protection Act 2018

¹³ Freedom Of Information Act 2000

Terms of Reference	BP	Website	13-05-24	April 2025
Members Register of Interest – held by SHDC ¹⁴	SR	Members responsibility	Members responsibility	Members responsibility
Councillor Attendance Register	AR	Continual	Continual	Continual
Stress Management Policy	BP	Website	13-05-24	April 2025

¹⁴ Freedom of Information Act 2000 s.20

¹⁵ Freedom of Information Act 2000

¹⁶ Localism Act 2011

¹⁷ The Local Authorities (Standing Orders) (England) Regulations 2001

Minute Book (loose leaf in folders kept in safe) ¹⁸	SR	Parish Offices	Updated after each meeting	Continual
Committee structure	BP	Website	Continual	Continual

¹⁸ Local Government Act 1972 Sch 12, para 41