

Walberswick Parish Council

Policy Review Schedule

Policy	Last Reviewed	Frequency of Review	Due to be reviewed
Privacy Policy - Residents and General Public	Apr-24	4	Dec-27
Privacy Policy - Staff	Apr-24	4	Nov-27
Reporting of Meetings	Mar-23	4	Mar-27
Correspondence	Mar-26	4	Feb-30
Records Retention and Management	May-26	3	Feb-29
Complaints	May-26	2	May-27
Dealing with the Press and Other Media	May-26	3	Mar-29
Data Retention and Information Security	May-26	4	Apr-30
Subject Access Request	Oct-22	4	Jun-26
Allotment Tenancy Agreement	Nov-23	4	Oct-27
Holiday Leave and Absence	May-25	4	Apr-28
Grievance	May-26	3	May-29
Employment	May-26	3	May-29
Equal Opportunities and Diversity	Oct-22	4	Sep-26
Risk Assessment Template	Oct-22	4	Sep-26
Memorials Donations	Oct-22	4	Oct-26
Internal Controls	Jan-26	1	Jan-27
Allotment Allocation, Fees and Rent	Jun-25	2	Jun-27
Data Breach	Nov-23	4	Nov-27
Use of Village Green	Apr-24	4	Apr-28
Reserves	Mar-26	1	Mar-27
Appointment of WCLC Nominative Trustees	Apr-26	3	Apr-29
Co-Option of Councillors	Mar-26	4	Mar-30
Scheme of Delegation to the Clerk	Dec-22	4	Dec-26
IT Policy	Feb-26	4	Feb-30

Essential Documents

Policy	Frequency of review	Due to be reviewed
Standing Orders	Annual	May-27
Financial Regulations	Annual	May-27
Code of Conduct	Annual	May-27
Publication Scheme	Annual	May-27
Policy Review Schedule	Annual	May-27