

Lydney Town Council's Policies & Procedures Index
2019-2023

<u>Governing Documents</u>
Standing Orders (Part 1) 2018 v1 <i>(Based on the 2018 'model' Regs)</i>
- Remit of Committees
- Committee, Working Party and Stakeholder Req.
- Council/Staffing Structure
Financial Regs (Part 2) / Statement of Internal Control
- Bank Signatories
- Annual Electronic Payment Listing
- Internal In-house Audit Roster
- Insurance Policies
Scheme of Delegation
Lydney Town Council's Code of Conduct
Members Confidentiality (Sample Form)
Dispensation (Covering all Members)
Complaints Procedure
Annual Processes
Meeting Schedule
<u>General</u>
Councillor Contact Details <i>(Restricted Version)</i>
Committee Membership Listing
Councillor Surgery Roster
Civic Event Listing
Flood Alert/Sandbag Distribution List
Flag Flying Dates
The Good Councillors Guide (2017)
<u>Strategic Documents</u>
LTC Strategic Plan 2015 – 2020 <i>(Reviewed Annually)</i>
Action Plan & Spending Plan <i>(Reviewed Annual)</i>
Lydney's Community Emergency Plan <i>(Lodged with FODDC)</i>
Lydney's Flood Plan <i>(Currently V8. Awaiting EA approval before dissemination)</i>
<u>GDPR</u>
Inventory/Data Audit
Subject Access Request Form
Social Media & Electronic Communication Policy
Information & Data Protection Policy
The Management of Transferable Data Policy
Retention & Disposal Policy / Appendix A - List of Documents for Retention or Disposal

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	Cemetery Rules & Regulations
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	Crime & Disorder Community Safety Guide
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- The Essential Trustee Booklet	
- Copies of Governing Documents	