

**Annual Review Schedule for Council Documents
As of July 2024**

No.	Documents needing Review	Last Reviewed	Next Review	BY WHOM
1	Acceptable Use of Information and Communication Technology (ICT) Policy Every two years	9 February 2023 (minute no. 427.22)	December 2024	2023 – Cllrs Brown & Powles
2	Child Safeguarding Policy Every two years	9 February 2023 (minute no. 427.22)	January 2025	2023 - Ms Jempson & Johnston
3	Community Grant Policy Every two years	9 February 2023 (minute no. 427.22)	January 2025	2023 - Baggott & Johnston
4	Data Protection Policy Every two years	11 January 2024 (minute no. 404.23)	January 2026	2024 – Full council
5	Equality and Diversity Policy Every two years	8 February 2024 (minute no. 447.23)	February 2026	2024 – Full council
6	Policy for public participation at meetings Every two years	9 March 2023 (minute no. 474.22)	February 2025	2023 – Cllr. Buckingham & Jempson
7	Policy regarding Trees in the village Every three years	11 January 2024 (minute no. 404.23)	January 2027	2024 – Full council
8	Policy for the use of Social Media Annually	14 March 2024 (minute no. 507.23)	February 2025	2024 – Cllr. Cuddy
9	Health and Safety Policy Annually	11 April 2024 (minute no.551.23)	April 2025	2024 - Clerk
10	Sickness Absence Policy Every two years	9 February 2023 (minute no. 431.22)	November 2024	2023 - Clerk
11	Internal Control Policy Annually	11 April 2024 (minute non: 553.23)	April 2025	2024 - Clerk
12.	Discretionary Pensions Policy Annually	14 March 2024 (minute no: 505.23)	March 2025	2024 – Cllrs Cobb; Buckingham and Johnston
13	Annual Investment Strategy Annually	11 July 2024 (minute no: 152.24)	July 2025	2023 – Cllrs. Brown and Johnston 2024 – Full council
14	Lone Worker Policy Every two years	14 December 2023 (minute no: 354.23)	November 2025	2023 – Personnel Committee
18	Carers Policy Every two years	14 December 2023 (minute 354.23)	November 2025	2023 – Personnel Committee

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19	Sickness and Pay Policy Every two years	14 December 2023 (minute 354.23)	December 2025	2023 – Personnel Committee
20	Fire Safety Policy Annually	13 June 2024 (minute 96.24)	June 2025	2024 – Full council
21	Volunteers Policy Every two years	11 July 2024 (minute 154.24)	July 2026	2024 – Full council
TERMS OF REFERENCE				
1.	General Terms of Reference of Council's Committees Every two years	13 April 2023 (minute 517.22)	March 2025	2023 - Clerk
2.	Terms of Reference of the Events Committee Every two years	8 February 2024 (minute no: 453.23)	February 2026	2024 – Full council
3.	Terms of Reference of the Finance Committee Every two years	13 April 2023 (minute 517.22)	December 2024	2023 - Clerk
4.	Terms of Reference of the Personnel Committee Every two years	8 February 2024 (minute 453.23)	February 2026	2024 – Full council
5.	Terms of Reference of the Planning Committee Every two years	8 February 2024 (minute 453.23)	February 2026	2023 - Clerk
6.	Terms of Reference of the Playing Fields Committee Every two years	8 February 2024 (minute 453.23)	February 2026	2024 – Full council
OTHER DOCUMENTS				
1	Standing Orders – to be annually reviewed at May's Annual Council meeting	9 May 2024 (minute 34.24)	May 2025	2024 – whole council
2	Financial Regulations – to be annually reviewed at May's Annual Council meeting	9 May 2024 (minute 34.24)	May 2025	2024 – whole council
3	The Aims and Objectives of Kennington Parish Council Every three years	13 April 2023 (minute 519.22)	April 2026	2023 - Clerk
4	Complaints Procedure Every two years	14 December 2023 (minute 352.23)	November 2025	2023 - Clerk
5	Protocol for what gets posted on the Village Website Every three years	14 March 2024 (minute 509.23)	February 2027	2023 – Full council
6	Risk Assessment Statement Annually	11 April 2024 (minute 553.23)	April 2025	2024 - Clerk

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7	Inventory of land & other Assets including buildings and office equipment Annually	31 January 2023	30 November 2023	2023 Cllr. Charlett & Cobb
8	Information available from Kennington Parish Council Publication Scheme (Freedom of Information) – Altered clerk's details January 2023			

As of 21 July 2024