

LOCKINGTON PARISH COUNCIL

Completed

5 YEAR POLICY/PROCEDURE PLAN

Revision 1.58 Date 14.8.2025

Item Number	Policy/Procedure	Review Period	Revision	PC Reviewer	Year	Year	Year	Year	Year
Procedures					2021	2022	2023	2024	2025
1	Health & Safety Plan	Biennial	Rev 1.1	AH	Jan		Jan		Jan
	Declaration of Acceptance of Office	As required	Not Applicable	Not Applicable					
	Publish Precept Notice - Jan Meeting Approval	Annually	Not Applicable	Not Applicable	Jan	Jan	Jan	Jan	Jan
2	Data & Document Retention/Archive	Triennial	Rev 1.3	Clerk	Feb			Feb	
3	Code of Conduct	Biennial	Rev 1.0	JW		Feb			Feb
	Prepare Year End Accounts (Q1 - Q4)	Annually	Not Applicable	Not Applicable	Apr	Apr	Apr	Apr	Apr
	Internal H2 Financial Review - Parish Council	Half Yearley	Not Applicable	IJ	Apr	Apr	Apr	Apr	Apr
	AGAR - Internal Audit by Auditor	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Submit Year End Accounts (AGAR) to Parish Council	Annually	Not Applicable	Not Applicable	May	May	May	May	May
4	Standing Orders	Biennial	Rev 1.7	Clerk		May		May	
5	Financial Regulations/Financial Risk Assessment	Annually	Rev 1.5	IJ	Mar	May	May	May	May
	Annual Insurance Review	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Reclaim VAT	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Register of Interests Review/Update	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Hold Annual Parish Meeting	Annually	Not Applicable	Not Applicable	June	May	May	May	May
	Hold Annual Parish Council Meeting	Annually	Not Applicable	Not Applicable	June	May	May	May	May
6	Scheme of Publication (UK Gov Procedure)	Biennial	Rev 1.0	Clerk		June		June	
7	Transparency Code (UK Gov Procedure)	Biennial	Rev 1.0	TBD		June		June	
8	Asset Register/Asset Risk Assessments/Asset Audit	Biennial	Rev 1.7	JR		Jul		Jul	
9	Equal Opportunity Review	Triennial	Rev 1.0	Clerk	Sept			Sept	
10	Safeguarding Policy	Biennial	Rev 1.0	Clerk			Sept		Sept
11	Environmental & Sustainability Policy	Biennial	Rev 1.0	IJ			Sept		Sept
12	Grants & Donation Policy	Biennial	Rev 1.2	IJ		Sept		Sept	
13	Emergency Plan Review	Biennial	Rev 2.3	JM	Oct		Oct		Oct
14	IT Policy	Annually	Rev 1.0	GR					Oct
	Internal H1 Financial Review - Parish Council	Half Yearley	Not Applicable	IJ	Oct	Oct	Oct	Oct	Oct
	Publish Meeting Dates for forthcoming Year	Annually	Not Applicable	Not Applicable	Nov	Nov	Nov	Nov	Nov
	Present Draft Budget for forthcoming Year	Annually	Not Applicable	Not Applicable	Nov	Nov	Nov	Nov	Nov
	Approve Budget for forthcoming Financial Year	Annually	Not Applicable	Not Applicable	Nov	Nov	Nov	Nov	Nov
	Issue Draft Precept to LPC	Annually	Not Applicable	Not Applicable	Dec	Dec	Dec	Dec	Dec
	Agree Precept Demand in December Meeting	Annually	Not Applicable	Not Applicable	Dec	Dec	Dec	Dec	Dec
	Make Precept Demand to ERYC	Annually	Not Applicable	Not Applicable	Dec	Dec	Dec	Dec	Dec

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