

## LOCKINGTON PARISH COUNCIL

5 YEAR POLICY/PROCEDURE PLAN

Revision Date 1.3

Completed and/or  
Not Required

Item Number	Policy/Procedure	Review Period	Revision	PC Reviewer	Year	Year	Year	Year	Year
<b>Procedures</b>					2026	2027	2028	2029	2030
<b>1</b>	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
<b>2</b>	Data & Document Retention/Archive	Biennial	Rev 1.6	Clerk	Feb		Feb		Feb
<b>3</b>	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
<b>4</b>	Standing Orders	Biennial	Rev 1.7	Clerk		May		May	
<b>5</b>	Financial Regulations/Financial Risk Assessment	Annually	Rev 1.5	IJ	May	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
<b>6</b>	Scheme of Publication (UK Gov Procedure)	Biennial	Rev 1.0	Clerk		June		June	
<b>7</b>	Transparency Code (UK Gov Procedure)	Biennial	Rev 1.0	TBD		June		June	
<b>8</b>	Asset Register/Asset Risk Assessments/Asset Audit	Biennial	Rev 1.7	JR		Jul		Jul	
<b>9</b>	Equal Opportunity Review	Biennial	Rev 1.0	Clerk	Sept		Sept		Sept
<b>10</b>	Safeguarding Policy	Biennial	Rev 1.0	Clerk	Sept		Sept		Sept
<b>11</b>	Environmental & Sustainability Policy	Biennial	Rev 1.0	IJ	Sept		Sept		Sept
<b>12</b>	Grants & Donation Policy	Biennial	Rev 1.2	IJ		Sept		Sept	
<b>13</b>	Emergency Plan Review	Biennial	Rev 2.3	JM	Oct		Oct		Oct
<b>14</b>	IT Policy	Annually	Rev 1.0	GR	Oct	Oct	Oct	Oct	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

Issued by: Gareth Rees

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