



Mablethorpe & Sutton Town Council

Policies, Procedures and Governance Document 2025/2026

Parish and Town Councils operate using rules and regulations, defined in the Local Government Act 1972, other Government Acts and Legislation applicable to Councils as Corporate Bodies. This document lists policies, procedures and documents adopted by Mablethorpe & Sutton Town Council.

KEY	COLOUR
SR – Statutory	RED
AR – Audit Requirement	AMBER
BP – Best practice	GREEN
Must Retain	PURPLE

Section / Policy / Document	Date of Adoption / Description / Location	Legal Status	Last Revision Date / Status	Revision Date
BASIC GOVERNANCE				
Standing Orders	Adopted November 2014	AR/BP	January 2025	January 2026
Financial Regulations	Adopted November 2015	SR ¹	January 2024	Under Review
Minute Book	Loose Leaf 'minute book' kept within safe storage	SR ²	Weekly / Monthly / Quarterly	Continual
Code of Conduct for Elected Members	Council's adopted Code as required by the Localism Act 2011; adopted July 2012	SR ³	October 2022	As required
Compassion in Politics Policy	Adopted February 2020	BP	September 2025	September 2025
Brief Guide to Council Meetings	Adopted October 2014	BP	September 2025	September 2025
Brief Planning Guide	Adopted October 2014	BP	September 2025	September 2025
Committee Structure Policy	Adopted October 2014	BP	September 2025	September 2025
Compassion in Politics Policy	Adopted 2019	BP	September 2025	September 2025
Co-Option (Councillor Vacancy) Policy	Adopted May 2015	BP	September 2025	September 2025
Councillor Attendance Register	Held within Town Clerks Office. Published annually	AR	Monthly	Continual
Acceptance of Apologies (elected Member) Process	Held within Town Clerks Office. Published on website.	BP	September 2025	September 2025
Deeds of all Land Holdings	Held within Town Clerks office. List published on Town Council website	BP	Quarterly	Continual
Governance & Performance Statement	Held within Town Clerks Office. Published on website.	BP AR	September 2025	September 2025
Health & Safety Policy Statement	Held in Town Clerks office. Published on website.	BP	August 2025	September 2025

¹ Local Government Finance Act 1990, s.50

² Local Government Act 1972, Sch 12, para 41

³ Localism Act 2011

Section / Policy / Document	Date of Adoption / Description / Location	Legal Status	Last Revision Date / Status	Revision Date
Health & Safety Policy	Under review	SR⁴	Under Review	Under review
Insurance Certificates	Held in Town Clerks office. Published on website.	BP/SR	September 2025	September 2025
Insurance Register	Held within Town Clerk's Office	AR	September 2025	September 2025
Investment Strategy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Member (Cllr) Allowances Guidance	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Member (Cllr) Apology Guidance	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Member / Officer Protocol	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Members' Ordinary Allowances Policy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Members' Registers of Interest	A complete set of up-to-date registers of interest for all current councillors. Held in Town Clerk's office. Published on web-site Copy held by Monitoring Officer.	SR⁵	Quarterly or as Councillor circumstances change / dictate *Elected Member responsibility.	Continual
Mission Statement	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Publication Scheme	Held in Town Clerks office. Published on website.	SR⁶	September 2025	September 2025
Public Speaking at Meetings	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Records Retention Policy	Held in Town Clerks office. Published on website.	AR/BP	September 2025	September 2025
Risk Register	Held in Town Clerks office. Published on website.	AR	UNDER ANNUAL REVIEW	Continual
Safeguarding Policy	Held in Town Clerks office. Published on website.	SR⁷	September 2025	September 2025
Social Media Policy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Terms of Reference (Committees)	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Town Council Structure	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Volunteer Policy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Whistle-Blowing Policy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
<u>OPENNESS & ACCOUNTABILITY</u>				
Abusive, Persistent or Vexatious Complaints Policy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Agenda's General Information Guidance	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025

⁴ Health & Safety at Work Act 1974

⁵ Localism Act 2011

⁶ Freedom of Information Act 2000

⁷ The Children Act 1989 · Equality Act 2010

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Anti-Fraud & Corruption Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Best Value in Procurement Guidance	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Casual Vacancy (Cllr) Guide	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Communications Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Community Engagement Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Complaints Procedure	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Confidential Reporting Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Data Audit Policy	Held in Town Clerks office. Published on website.	BP	AR	September 2025	September 2025
Data Protection Policy	Held in Town Clerks office. Published on website.	SR ⁸		September 2025	September 2025
Disposal of Land & Assets Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Event Grant Policy / Application Form	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Freedom of the Parish Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
General (Small) Grant Policy / Application Form	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Grievance Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Publication Scheme under the Freedom of Information Act 2000	Held in Town Clerks office. Published on website.	SR ⁹		September 2025	September 2025
Procurement (Best Value Guidance)	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Protected Characteristics Statement	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Protocol - Passing of a Senior Figure	Held in Town Clerks office.	BP		Under Review	Under Review
Recording & Filming of Meetings Policy	Held in Town Clerks office. Published on website.	SR ¹⁰		September 2025	September 2025
Retention of Documents Records Policy	Held in Town Clerks office. Published on website.	AR		September 2025	September 2025
Reserves Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Risk Management Policy	Held in Town Clerks office. Published on website.	AR		September 2025	September 2025
GDPR Documentation					
Consent Form (GDPR)	Held in Town Clerks office. Published on website.	SR ¹¹		September 2025	September 2025

⁸ The Data Protection Act 2018 - General Data Protection Regulations (GDPR)

⁹ Freedom of Information Act 2000, s.20

¹⁰ Openness of Local Government Bodies Regulations 2014

¹¹ General Data Protection Regulations (GDPR)

Section / Policy / Document	Date of Adoption / Description / Location	Legal Status	Last Revision Date / Status	Revision Date
GDPR Security Compliance Check List	Held in Town Clerks office. Published on website.	SR	September 2025	September 2025
Data Breach Policy	Held in Town Clerks office. Published on website.	SR	September 2025	September 2025
Privacy Notices Policy	Held in Town Clerks office. Published on website.	SR	September 2025	September 2025
Subject Access Request Procedure	Held in Town Clerks office. Published on website.	SR	September 2025	September 2025
<u>ALLOTMENTS</u>				
Allotments Policy (Sutton on Sea)	Held in Town Clerks office; Published on website.	BP	September 2025	September 2025
Allotments Lease (Trusthorpe) (20 yrs.)	Held in Town Clerks office.	BP	2011	2031
List of Allotment Charges (Sutton on Sea)	Held in Town Clerks office; Published on website.	AR	As required	Annually
Register of Allotment Plot Holders (SoS)	Held within Town Clerks office.	AR/BP	As required	As required
<u>BURIAL AUTHORITY</u>				
Exhumation Policy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
List of Cemetery Charges	Held in Town Clerks office. Published on website.	SR ¹²	April 2023	Continual
Cemetery Policy	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Cemetery Rules & Regulations	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Interment Form	Held in Town Clerks office.	BP	September 2025	September 2025
Maximum Headstone Drawing	Held in Town Clerks office. Issued to Undertakers / upon request	BP	September 2025	September 2025
Map of Graves / Cemetery	Held in Town Clerks office.	SR ¹³	As required	Continual
Record of Exclusive Rights of Burial	A definitive listing of all grants made by the Council in respect of exclusive burial rights.	SR ¹⁴	As required	Continual
Register of Burials	Held in Town Clerks office.	SR ¹⁵	As required	Continual
Register of Graves	Held in Town Clerks office.	SR ¹⁶	As required	Continual
Register of Monuments (Headstones/ Tablets / Grave Markers)	Held in Town Clerks office.	BP	As required	Continual
<u>EMPLOYMENT & PERSONNEL</u>				
Annual Leave Records (staff)	Held within Town Clerks office.	AR	Monthly	Continual
Employment Procedures	Held in Town Clerks office. Issued to staff.	BP	Annually	As Required
Job Descriptions	Held in Town Clerks office. Issued to staff.	BP	Annually	Annually-Staff Appraisal.

¹² Local Authorities' Cemeteries Order 1977, part 15(3)

¹³ Local Authorities' Cemeteries Order 1977, s.8

¹⁴ Local Authorities' Cemeteries Order 1977, Sch 2 pt. II

¹⁵ Local Authorities' Cemeteries Order 1977, s.8

¹⁶ Local Authorities' Cemeteries Order 1977, s.8

Section / Policy / Document	Date of Adoption / Description / Location	Legal Status	Last Revision Date / Status	Revision Date
Person Specifications	Held in Town Clerks office. Issued to staff.	BP	As Required	Annually-staff Appraisal.
Written Statement of Particulars of Employment (Contracts of Employment)	Held in Town Clerks office. Issued to staff.	SR¹⁷	As Required	As Required
Display Equipment Record	Held in Town Clerks office. Issued to staff.	BP	As Required	As Required
Annual Leave Records (staff)	Held within Town Clerks office.	AR	Monthly	Continual
Notice of Tax Codes	Held within Town Clerks office. Retained in accordance with legislation.	AR	As Required	As Required
Pay Policy	Held in Town Clerks office. Issued to staff. Published on website.	AR/BP	As NJC / Legislation dictates	As Required
Payroll Records	Held within Town Clerks office. Retained in accordance with legislation.	BP/AR	Monthly	Continual
Employee Sickness Absence Reporting Form	Held within Town Clerks office. Retained in staff records.	AR	As Required	As Required
Allowances Policy (Members & Staff)	Held in Town Clerks office. Issued to staff. Published on website.	BP	September 2025	September 2025
Dignity at Work Policy	Held in Town Clerks office. Issued to staff. Published on website.	BP	September 2025	September 2025
Disciplinary Policy	Held in Town Clerks office. Issued to staff.	BP	September 2025	September 2025
Employee / Councillor Protocol	Held in Town Clerks office. Published on website.	BP	September 2025	September 2025
Employees Indemnity Insurance	Held in Town Clerks office. Published on website.	SR¹⁸	September 2025	September 2025
Equality Policy	Held in Town Clerks office. Issued to staff. Published on website.	BP	September 2025	September 2025
Grievance Policy (Staff Members)	Held in Town Clerks office. Issued to staff. Published on website.	BP	September 2025	September 2025
Induction Policy	Held in Town Clerks office. Issued to staff / volunteers. Published on website.	BP	September 2025	September 2025
Information and Communication Technology (ICT) Policy	Held in Town Clerks office. Issued to staff. Published on website.	BP	September 2025	September 2025
LGPS Statement	Held in Town Clerks office. Issued to staff.	BP	September 2025	September 2025
Lone Worker Policy	Held in Town Clerks office. Issued to staff. Published on website	BP	September 2025	September 2025
Maternity Policy	Held in Town Clerks office. Issued to staff. Published on website.	SR¹⁹	September 2025	September 2025

¹⁷ Employment Rights Act 1996, pt. 1, s.1

¹⁸ Employers' Liability (Compulsory Insurance) Act 1969

¹⁹ Employment Act 2002; Work and Families Act 2006; Children and Families Act 2014

Section / Policy / Document	Date of Adoption / Description / Location	Legal Status		Last Revision Date / Status	Revision Date
Menopause Policy	Held in Town Clerks office. Issued to staff. Published on website.	BP		September 2025	September 2025
Paternity Policy	Held in Town Clerks office. Issued to staff. Published on website.	SR ²⁰		September 2025	September 2025
Pensions Policy	Held in Town Clerks office. Issued to staff. Published on website.	AR		September 2025	September 2025
Recruitment policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Sexual & General Harassment Policy	Held in Town Clerks office. Published on website.	SR ²¹		September 2025	September 2025
Shared Parental Leave Policy	Held in Town Clerks office. Issued to staff. Published on website.	SR ²²		September 2025	September 2025
Sickness Absence Policy.	Held in Town Clerks office. Issued to staff. Published on website.	BP		September 2025	September 2025
Town Council Structure	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Training Policy (Staff & Councillor)	Held in Town Clerks office. Issued to staff. Published on website.	BP		September 2025	September 2025
Working from Home Policy	Held in Town Clerks office. Issued to staff. Published on website.	BP		September 2025	September 2025
ENVIRONMENT					
Emergency Plan	Under review.	BP		Under Review	Under Review
Environmental Policy	Held in Town Clerks office; Published on website.	BP		September 2025	September 2025
Green Space Audit	DEVELOPING POLICY	BP		Under Review	Under Review
FINANCIAL					
Accounts	Specialist Software (RBS Financial ALPHA)	SR ²³		As required	As required
Asset Register	Held in Town Clerks office; Published on website.	AR		Quarterly	As required
Bank Statements	Held within Town Clerks office.	AR		As bank statements received	Continual
Cheque Books	Held within Town Clerks office.	AR		Annually	Continual
Payment Process	Held in Town Clerks office.	BP	AR	September 2025	September 2025
Paying in Books	Held within Town Clerks office.	AR		Annually	Continual
Invoices and Receipts	Held within Town Clerks office.	AR		Weekly	Continual
Insurance Documents	Held in Town Clerks office.	AR		Quarterly	Continual

²⁰ Employment Act 2002; Work and Families Act 2006; Children and Families Act 2014

²¹ Worker Protection Act 2024

²² Accounts and Audit Regulations 2015

²³ Accounts and Audit Regulations 2015

Section / Policy / Document	Date of Adoption / Description / Location	Legal Status		Last Revision Date / Status	Revision Date
Certificate of Employer's Liability	Held in Town Clerks office. Published on website.	SR ²⁴		Annually	As required
Notice of tax code for each employee.	Held in Town Clerks office.	AR		As received from HMRC	As required
VAT Reclaim Record	Held in Town Clerks office.	AR		Quarterly	Quarterly
Investment Certificates / Bonds	Held in Town Clerks office.	AR		As Required	As Required
Record of Grants Made	Held in Town Clerks office. Published on website.	AR/BP		As required	As Required
Reconciliation Process	Held in Town Clerks office.	BP	AR	September 2025	September 2025
Record of Borrowings	Held in Town Clerks office	AR		Annually, upon receipt of statement	Annually
Record of Member Allowances	Held in Town Clerks office. Published annually on website.	SR ²⁵		Annually – as part of annual report	Annually
Reserves Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
General Grants Policy / Application form	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Events Grant Policy / Application form	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025

MARKET AUTHORITY

Market Equipment Hire Policy / Application Form	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Section / Policy / Document	Date of Adoption / Description / Location	Legal Status		Last Revision Date / Status	Revision Date
Markets Policy (Rival)	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Market Regulations	Held in Town Clerks office. Published on website.	AR		September 2025	September 2025
Market Rent Collection Procedures	Held in Town Clerks office.	AR		September 2025	September 2025
Severe Weather Policy	Held in Town Clerks office. Published on website.	BP		September 2025	September 2025
Market Rent Spreadsheet / Receipts	Held in Town Clerks office.	AR		Weekly	Continual

PLAY AREAS

Record of Play Equipment Inspections	Held in Town Clerks office.	BP		Weekly / Monthly / Annually	Continually
Record of Annual Inspection and copies of inspection certificate	Held in Town Clerks office.	AR		Annually	Annually
Record of contractors' insurance, including copies of contractor's liability insurance documents	M & S Town Council ensures contractors are qualified and competent to carry out the work and hold sufficient minimum insurance cover. Joint Health and Safety responsibility	SR ²⁶	BP	August 2025	As required at least annually

²⁴ LGA 1972 s.140 (1) as amended.

²⁵ Local Authorities (Members' Allowances) (England) Regulations 2003

²⁶ Health & Safety at Work Act 1974 (as revised and updated)

In all cases, legislative changes will be included and **implemented immediately** to comply with the law and it is recognised that this may be prior to resolution or adoption of updates to policy by the full Town Council or appointed committee.