



Stratfield Mortimer Parish Council

Policy Guidance and Glossary

Policy Guidance

- 1 The Council has a number of Core Policies, Other Policies, and Documents, either determined by the Council or by a Body to which Council has delegated responsibility, as detailed in the Appendix hereto.
- 2 The Core Policies set out the essential, general, processes by which the Council conducts its business, and the Other Policies set out specific areas of conduct and how the Council complies with certain statutory obligations, etc. The Documents set out standard regulations, terms, etc.
- 3 Core Policies and Other Policies will be published on the Website and internally. Documents will be published internally and may be published on the Website dependant upon their nature (and may be published elsewhere, eg on a noticeboard).
- 4 Any new Policy or Document, or any substantive amendment to an existing Policy of Document, must be agreed by:
 - 4.1 a Resolution of the Body to which the Policy or Document has been delegated; or
 - 4.2 a Council Resolution.
- 5 The Clerk may make minor amendments to existing Policies or Documents, to be reported to the next applicable Council or Body Meeting:
 - 5.1 in order to ensure that legislative provisions are current and any typographical or other errors are corrected;
 - 5.2 to edit the Appendix hereto so that it is up to date; or
 - 5.3 that, in the reasonable opinion of the Clerk, having consulted (as applicable) the Council Chairman or Vice-Chairman, or the relevant Body Chairman, are consequential upon other amendments agreed in accordance with this Part.
- 6 Text in a Policy in italics is included for explanation and assistance only and does not form part of the Policy in question.

Glossary

- 7 In any Policy, the following words or phrases (or their singular or plural as applicable) expressed in **black bold** type shall have the meanings ascribed to them:

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Appendix – List of Policies and Documents, and Assignments

Name	Last version	Date	Assigned to
Core Policies			
Code of Conduct	4.0	12/06/2025	Council via F&GP Finance & General Purposes Committee
Financial Regulations	9.0	15/01/2026	Council via F&GP Finance & General Purposes Committee
Personnel Policy			Council via Finance & General Purposes Committee
Policy Guidance and Glossary	5.0	27/03/2026	Council via F&GP Finance & General Purposes Committee
Scheme of Delegation	7.0	12/03/2026	Council via F&GP Finance & General Purposes Committee
Standing Orders	7.0	15/01/2026	Council via F&GP Finance & General Purposes Committee
Other Policies			
Advertising and Fly Posting Policy	3.0	12/06/2025	Community Committee
Asset Valuation Policy			2026 Finance & General Purposes Committee
Biodiversity Policy	1.0	08/02/2024	Community Committee
Communications Communication Policy	2.0	In draft	Community Committee
Community Award Policy	2.0	In draft	Community Committee
Community Grant Policy	3.0	12/06/2025	Council via Community Committee
Complaints Policy	2.0	12/06/2025	Finance & General Purposes Committee
Data Protection and Information Technology Policy	1.0	15/01/2026	Finance & General Purposes Committee
Expenses	3.0	09/01/2025	Council via F&GP
Fairground Use Policy	2.0	11/09/2025	Estate Management Committee
Freedom of Information Policy	2.0	15/01/2026	Finance & General Purposes Committee
Health and Safety	1.0	12/10/2023	Council via F&GP
Investment Strategy	2026	15/01/2026	Finance & General Purposes Committee
Personnel	2.0	26/02/2026	F&GP via Personnel Sub-Committee
Tennis Courts	3.0	24/07/2025	Estate Management Committee
Training and Development	2.0	09/01/2025	Council via F&GP

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Documents				
Asset Register		2026 Finance & General Purposes Committee	26/02/2026	F&GP
Cemetery Regulations	1-0	13/06/2024	Estate Management Committee	
Civility and Respect Pledge	1-0	02/12/2022	Council	
Fairground Regulations		5.0	13/06/2024	Estate Management Committee
Guidance Notes on Annual Parish Meetings	2-0	08/03/2012	Council via F&GP Finance & General Purposes Committee	
Pillbox Terms of Access	1-0	14/03/2024	Estate Management Committee	
Procurement Terms		2-0 Finance & General Purposes Committee	08/02/2024	F&GP
Risk Register		2026 Finance & General Purposes Committee	26/02/2026	F&GP

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