

**APPENDIX 1: KEY POLICIES, PROCEDURES & DOCUMENTATION REVIEW**

0 Checklist Ref No.	1A KEY POLICIES & PROCEDURES	Adopted?	Annual Review?	Last Reviewed		Website		Comments	Recommendations
				Date	Amended/Unchanged	Copy	Dated		
2.1	Standing Orders	✓	✓	09/05/19	Unchanged	✓	06/09/18	②	Remove Feb-04 Standing Orders from Council website.
2.3	Financial Regulations	✓	✓	09/05/19	Unchanged	✓	Jan-16		Apply latest (2019) NALC model , if not already in place.
2.5	Equal Opportunities	✓	×	03/05/18		×		Initial policy ①	
3.2	Risk Assessment	✓	✓	09/05/19	Unchanged	×			
3.6	Statement of Internal Control	✓	✓	09/05/19	Unchanged	×			
4.3	Reserves Policy	×							
13.2	Code of Conduct	✓	×	09/05/17		✓	×	①	
13.3	Complaints Procedure	✓	×	09/05/13		✓	×	①	
13.5	Model Publication Scheme (FOI)	×							

All above policies published on the Council website are considered to be the current approved versions.

① = Reviewed as and when necessary. ② = Updated Standing Orders containing latest Covid19 based regulations to be presented to the Council for review and approval.

Checklist Ref No	1B INSURANCE SCHEDULE	Renewal Date	Brokers	Insurer	Contract Term	Key Assets Covered?	Comments	Recommendations
3.5	General insurance policy	01/06	BHIB	Aviva	Annual	✓		

Checklist Ref No	1C BANK MANDATE	Bank Accounts	Account Type	Mandate Last Updated	Authorised Signatories on Mandate		Current Council Signatories	Mandate Up To Date?	Comments	Recommendations
					Council	Clerk/RFO				
7.4	Unity Trust	T1 Account	Current	14/01/20	4	-	4	✓	①	
7.4	Unity Trust	Business Saver Account	Savings	14/01/20	4	-	4	✓		

① = The Clerk is not a cheque signatory but is recognised by the bank for administrative and communication purposes. The Clerk is also authorised to prepare internet payments, which will then require approval from one of the authorised Council signatories.