

Charlton Musgrove

Parish Council

Record of Documents

Version 1.3

Dated 1st December 2021

Policies, Procedures & Regulations

Title	Approval Date	Version Number	Reason for Version Number Change	Number of Pages
STANDING ORDERS	3 RD November 2020	1.0	Initial Issue	21
FINANCIAL REGULATIONS	23 RD March 2021	3.0	Re-Issue following major review	17
CODE OF CONDUCT	23 RD March 2021	2.0	Re-Issue following major review	16
CEMETERY REGULATIONS	16 th November 2021	2.0	Re-Issue following major review	7
RECORDING OF MEETINGS	23 RD March 2021	2.0	Re-Issue following review	4

Staff Management

Title	Approval Date	Version Number	Reason for Version Number Change	Number of Pages
STAFFING COMMITTEE TERMS OF REFERENCE	27 th April 2021	1.0	Initial Issue	2
EMPLOYEE HANDBOOK	27 th April 2021	1.0	Initial Issue	92
END OF YEAR PERFORMANCE APPRAISAL	27 th April 2021	1.0	Initial Issue	8
PERFORMANCE IMPROVEMENT PLAN	27 th April 2021	1.0	Initial Issue	1
INTERIM REVIEW	27 th April 2021	1.0	Initial Issue	1
TRAINING & DEVELOPMENT LOG	27 th April 2021	1.0	Initial Issue	1
TRAINING & DEVELOPMENT EVALUATION LOG	27 th April 2021	1.0	Initial Issue	1

Document Control

Title	Issue Date	Version Number	Reason for Version Number Change	Number of Pages
RECORD OF DOCUMENTS	1 st December 2021	1.3	Updated to include Cemetery Regulations	3

Notes:

- 1 "Approval Date" is date of the Parish Council meeting at which document was approved.
- 2 **1.x** = major revision or change of policy; **x.1** = minor revision for correction or annual approval without amendment.
- 3 "Issue Date" is date of the document - that does not require approval - was issued.