

Charlton Musgrove

Parish Council

# Record of Documents

Version 1.3

Dated 1<sup>st</sup> February 2025

1. The latest, approved version of each parish council document should be identifiable. To achieve this the document title and version number should be placed in the footer of each page of the document centrally below page number:

“ Charlton Musgrove Parish Council – **Document Title 1.x (Final/Draft)** ”

2. Version Numbers: **1.x** = major revision or change of policy; **x.1** = minor revision for correction or annual approval without amendment.

3. Words in brackets should identify the document as the final version, or a draft.

### **Policies, Procedures & Regulations**

<b>Title</b>	<b>Approval Date</b>	<b>Version Number</b>	<b>Reason for Version Number Change</b>	<b>Number of Pages</b>
STANDING ORDERS	3 Nov 20	1.0	Initial Issue	21
FINANCIAL REGULATIONS	23 Mar 21	3.0	Re-Issue following major review	17
CODE OF CONDUCT	23 Mar 21	2.0	Re-Issue following major review	16
CEMETERY REGULATIONS	17 Sep 24	(2.1)	Change of prices/spreading of ashes	7
RECORDING OF MEETINGS	23 Mar 21	2.0	Re-Issue following review	4

### **Staff Management**

<b>Title</b>	<b>Approval Date</b>	<b>Version Number</b>	<b>Reason for Version Number Change</b>	<b>Number of Pages</b>
STAFFING COMMITTEE TERMS OF REFERENCE	27 Apr 21	1.0	Initial Issue	2
EMPLOYEE HANDBOOK	27 Apr 21	1.0	Initial Issue	92
END OF YEAR PERFORMANCE APPRAISAL	27 Apr 21	1.0	Initial Issue	8
PERFORMANCE IMPROVEMENT PLAN	27 Apr 21	1.0	Initial Issue	1
INTERIM REVIEW	27 Apr 21	1.0	Initial Issue	1
TRAINING & DEVELOPMENT LOG	27 Apr 21	1.0	Initial Issue	1
TRAINING & DEVELOPMENT EVALUATION LOG	27 Apr 21	1.0	Initial Issue	1

## Asset Management

Title	Approval Date	Version Number	Reason for Version Number Change	Number of Pages
PUBLIC LAND & BUILDING ASSETS	31 Mar 22	1.0	Initial Issue	6

## Risk Management

Title	Approval Date	Version Number	Reason for Version Number Change	Number of Pages
BUSINESS RISK REGISTER	16 Mar 22	-	Initial Issue	6

## Document Control

Title	Issue Date	Version Number	Reason for Version Number Change	Number of Pages
RECORD OF DOCUMENTS	1 Feb 25	1.4	Updated to include information about marking documents	3

### Notes:

1. "Approval Date" is date of the Parish Council meeting at which document was approved.
2. "Issue Date" is date of the document - that does not require approval - was issued.