



Introduction

The Council is required to review and approve its policies every year. I am proposing that we continue our practice has been to follow the model documents provided by sector bodies - the National Association of Local Councils (NALC) as the first choice – for the key, foundational policies, and to use good practice from NALC and other sector sources for policies on more specific processes.

This year, there have been no changes to the sector models, and thus no substantive changes are proposed to the documents based on these. For the latter group of policies, I am proposing

- New policies for Data Protection; Freedom of Information and an accompanying Publication Scheme; and a Scheme of Delegation
- Changes to the Grant Application Policy, as a result of two suggestions from residents.

This meeting will also be asked to re-confirm policies adopted during the past year.

Note that policies relating to the detail of financial and staff management will be reviewed and approved at the respective committees: Finance and Human Resources.

Foundational Policies

The **Councillor Code of Conduct** is based on the model from the Local Government Association¹ which has not changed this year;

The **Standing Orders**² and **Financial Regulations**³ are based on those from NALC, which remain as last year.

New and Proposed Amendments

The following policies are provided for approval. In all cases these are based on sector model documents and/or guidance.

- **Data Protection** – based on the NALC model
- **Freedom of Information Policy**, and accompanying **Publication Scheme**
- **Scheme of Delegation**

¹

<https://www.local.gov.uk/sites/default/files/documents/Local%20Government%20Association%20Model%20Councillor%20Code%20of%20Conduct%202020%20WEB.pdf>

² <https://www.nalc.gov.uk/resource/model-standing-orders-england.html>

³ <https://www.nalc.gov.uk/resource/model-financial-regulations-england.html>

- **Grant Application** – change to the policy as set out in the appendix, and the inclusion of an “Award of Grant Form” to set out to recipients of grants the conditions and expectations.

Other policies adopted or amended during the past year

These are presented for approval at Council, without substantive change:

- **Records Retention Policy** - Approved at Finance Committee 2/12/25
- **IT Policy** - Approved at Finance Committee 2/12/25

Remaining Policies to be Provided

There are a few more policies which the Parish Council should have for completeness, in order of priority these are:

- Data Asset Register
- Dispensations Procedure and Form
- Privacy Notice

I hope to bring drafts of these to Council for approval over the next few months.

Richard Maccabee

Parish Clerk and Responsible Finance Officer

4th June 2026

Appendix: Detail of proposed changes to the Grant Application Policy

I have had two representations from residents about this policy, as follows:

“... [for] grants above a certain threshold, say £1000, being requested. I suggested that all grant applications should be reviewed by the Finance committee with respect to the budget and the FC should make a recommendation having considered the application in the context of the benefit to the residents and what other support is being requested by a particular community group.

My aim was to both add another check to the benefits but also to save time in the full council meeting. If the application is reviewed and discussed by the Finance committee then the Full Council meeting should be content in accepting the recommendation from the Finance Committee. I see this would be a benefit but it may also cause additional delay depending on how frequently the Finance Committee meets.”

And:

“ ... what is missing for me is an impact report [for grants awarded] ... how the money we as a community ‘donate’ actually touches the residents the council seek to serve.

I would like to see some public transparency as to how this money is spent by those respective organizations. I’d like to see some quantitative and qualitative data.

I wanted more context and a better understanding of how these amounts, that do affect people’s pockets are evaluated and measured. How many youth benefit year on year ? Details on the inclusivity, accessibility and reach of the ‘Grow Batheaston’ initiatives...?”

I think both of these are worthy of consideration, and I believe Councillors have expressed similar views. I propose therefore to add:

“Before the meeting, the Clerk will provide a brief report providing Council with:

The current state of the budget allocated to Community Grants for the year, and the impact of this application if awarded in full

A record of grants awarded to the applicant organization for the current and previous financial year, with comments on the outcome of the award; its success and impact

Any other information that might be valuable to Councillors

At the meeting, the Chair (or other member) of Finance Committee will be invited to comment on the application.”

And, in Section 10 of the “Conditions of Funding”, to add to:

“10. The Council may: ...

d. Require a report on completion of the project, and – if the project runs over for over a year – progress report(s) on each anniversary of receipt of the funds.”

The following:

“This report should specify to what extent the project or undertaking achieved the objectives stated in the grant application, and how the funds have contributed to the supporting and promoting an active community in Batheaston, improving the range of services and activities

in the parish, for the benefit of Batheaston parishioners” (these last clauses coming from the Grant Application Policy).”

These are included in the attached, as tracked changes.

Council is asked **to consider these changes** as an amendment to the policy, and if desired to **approve the changes via an amendment** to the motion.