

## Embsay with Eastby Parish Council

### STATUTORY DOCUMENT REVIEW SCHEDULE 25/26

Adopted/Created/Reviewed Policy or Document	Action Required	Last Review Meeting & Initialled
<b>Next Review Date</b>		
<b>March 2025</b>	<b>Asset Register</b>	<b>Review Annually before year end</b>
<b>May 2024</b>	<b>Risk Assessment</b>	<b>Review Annually before year end</b>
<b>March 2025</b>	<b>Disclosable Pecuniary Interests</b>	<b>Completed Annually</b>
<b>May 2024</b>	<b>Staff Evaluation</b>	<b>Completed Annually</b>
<b>Jan 2025</b>	<b>Financial Regulations</b>	<b>Every two years by April</b>
<b>Jan 2026</b>	<b>Records Management Policy</b>	<b>Every two years</b>
<b>July 2026</b>	<b>Standing Orders</b>	<b>Review every 4 years</b>
<b>July 2025</b>	<b>Code of Members Standard</b>	<b>Review every 4 years</b>
<b>June 2025</b>	<b>Insurance Policy</b>	<b>Whenever Changes Occur</b>
	<b>Complaints Procedures</b>	<b>Update following New Guidelines.</b>
	<b>Freedom of Information</b>	<b>Update following New Guidelines.</b>
	<b>Accessibility Statement</b>	<b>Whenever Changes Occur</b>
		<b>Created Oct 2019</b>