



# Lytham Town Council

## Schedule for Review - Policies and Governance Documents - As at 26<sup>th</sup> March 2026

### 1. Introduction

Lytham Town Council agrees and publishes relevant documents to ensure that it has effective and good governance. These documents require a process of regular review. This document provides a Schedule for these reviews and will be maintained as current.

Document Name	Version Number	Required Legal Basis (if applicable)	Date last approved	Next Review Date	Notes / Comments
<b>Governance Documents</b>					
Standing Orders	V1	Local Government Act 1972 Schedule 12 paragraph 42	29/10/2025	06/05/2026	Adapted from NALC Model document March 2025
Financial Regulations	V1	Local Government Act 1972 sections 135 & 151	29/10/2025	06/05/2026	<b>Mandatory to have a Financial Regulation for Contracts and Insurance cover.</b>

		Accounts & Audit (England) Regulations 2015. Part 2 paragraph 6(a) (b)  Local Government Act 1972 section 114 & section 140(1) [Re Insurance]			Otherwise advisable but not mandatory.  Adapted from NALC Model document March 2025
Code of Conduct	Effective from 25/04/2022	Localism Act 2011, Section 27 & 28	14/05/2025	06/05/2026	<b>Mandatory.</b> Lytham Town Council adopted the Fylde (Borough) Council Code of Conduct. <a href="#">Link</a>
Scheme of Delegation	V1	Local Government Act 1972. Section 101	29/10/2025	06/05/2026	<b>Mandatory.</b>
Publication Scheme	V1	Freedom of Information Act 2000  Local Government Transparency Code 2015	26/11/2025	26/11/2027	<b>Mandatory.</b>
Publication Scheme - Guide to Information	V1	Freedom of Information Act 2000. Section 19	26/11/2025	26/11/2027	Advisory Guidance
<b>Policy and Scheme Documents</b>					
Annual Governance & Accountability Return (AGAR)	N/A	Local Audit & Accountability Act 2014  Accounts & Audit Regulations 2015 Regulation 12	N/A	N/A	<b>Note:</b> As Lytham Town Council is in its first year of existence, there is not yet an AGAR completed
Annual Governance Statement (AGS)	N/A	Local Audit & Accountability Act 2014  Accounts & Audit Regulations 2015	N/A	N/A	<b>Note:</b> As Lytham Town Council is in its first year of existence, there is not yet an AGS completed
A-Board (Advertising Board) Policy	V1	No specific legal basis / requirement	25/02/2026	25/02/2027	Advisory Policy

Asset register	N/A				<b>Note:</b> Maintained as Live document within the SCRIBE accounts management system
Audio Recording Policy	V1	UK General Data Protection Regulation. Article 6(1)(e)  Data Protection Act 2018 [Special Category Data]  Local Government Act 1972. Sections 94 & 97  Openness of Local Government Bodies Regulations 2014  Transparency Code 2015	29/10/2025	29/10/2027	Advisory Policy
Biodiversity Policy	V1	Environment Act 2021	25/03/2026	25/03/2029	<b>Mandatory.</b>
Community Grant Scheme	V1	Local Government Act 1972 section 110 & s137  Localism Act 2011 sections 1 – 8 General Power of Competence	25/02/2026	25/02/2027	Advisory Policy / Scheme.  Can apply to a wide range of other legal powers available to local councils which do not yet qualify to use the General Power of Competence (the power of the first resort).  Not exclusively applicable to LGA 1972 s137 (power of the last resort),
Complaints Handling & Management Policy	V1	Data Protection Act 2018  Local Government and Social Care Ombudsman's Guidance on Managing Unreasonable Complainant Behaviour (2020).	29/10/2025	29/10/2027	Advisable but not mandatory

Data Protection and IT Policy	V1	Data Protection Act 2018 UK General Data Protection Regulations 2018	29/10/2025	29/10/2027	<b>Mandatory.</b>
Declaration of Acceptance of Office		Local Government Act 1972 Section 83(4)			<b>Mandatory.</b> <b>Held on file at Fylde Council and Lytham Town Council</b>
Delegation / Appointment of Representatives Policy	V1.1	No specific legal basis / requirement	29/10/2025	29/10/2026	To provide clarity and transparency of the operation of local government
Disclosable Pecuniary Interests Form(s)		Localism Act 2011 Sections 26 - 34	14/05/2025	06/05/2026	<b>Mandatory.</b> Published on LTC Website
Document Retention Policy	<b>IN DRAFT</b>	Local Government Act 1972 sections 225 - 234  Freedom of Information Act 2000  General Data Protection Regulations 2018	<b>IN DRAFT</b>	<b>IN DRAFT</b>	<b>IN DRAFT</b>
Expenses and Allowances Policy	V1	Local Authorities (Members' Allowances) (England) Regulations 2003	29/10/2025	29/10/2027	Advisory
Equality Policy	V1	Equality Act 2010	25/03/2026	25/03/2027	<b>Mandatory.</b>
Financial Reserves Policy	V1	Local Government Act 1992. Section 42	25/03/2026	25/03/2027	Advisable



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**Version Control**

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Author</b>
V1	16/03/2026	Schedule created	Clerk / RFO
V1.1	26/03/2026	Updated following Council meeting where additional policies were approved and adopted	Clerk / RFO