

TOLLER PORCORUM PARISH COUNCIL

Annual Parish Council Meeting | Wednesday 14 May 2025

Appendix P – Updates to and adoption of DRAFT policies

Minute reference: 25/05-14.iv and v

Complaints Procedure (Appendix Q)

Adopted, next review and last review dates added as per best practice.

Language changed to be gender neutral.

2.1 Highlighted text added:

Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Dorset Council and on the Dorset Council website page: *Arrangements for dealing with Code of Conduct complaints against Councillors.*

3. Highlighted text added:

You may do this by writing to or emailing the council in advance of the meeting at which the item is to be discussed.

4. Struck through text removed and highlighted text added:

You may do this in person, ~~by phone~~, or by writing to or emailing the clerk. ~~The addresses and numbers are set out below.~~ Contact details can be found at the end of this document.

6. Highlighted text added:

You may do this in person, by phone or by writing to or emailing the chair. Contact details can be found at the end of this document.

Contact details updated.

Review date set for 2 years as recommended by model document from SLCC.

ICO Publication Scheme – NEW (Appendix R)

New document and required by law (Freedom of Information Act 2000). We had one in 2009 but there is no digital record of it.

Scheme MUST be published in ICO model.

Recommendation: approve as is.

To be reviewed annually.