

Review of Assets, Commitments, Procedures & Controls

April 2021

1. **Asset Register 2021 31 March**
2. **2021/22 Insurance Cover**
Year two of three year agreement paid, ends 3 May 2023.
3. **Current contracts & agreements**
 - Blackawton churchyard and cemetery grounds maintenance agreement - three year agreement ends 31/6/21
 - Churchyard wall maintenance second year of three year agreement, ends 2/23
 - Community Website – annual support fee, no long-term agreement
 - EasySpace domain & privacy annual fees for service, from 6/11/20.
 - Clerk – ongoing
 - Lengthsman – 2021/22 agreement to be confirmed
4. **Annual subscriptions**
 - DALC: £186.32, current invoice
 - Information Commissioner's Office: £35.00 paid April 2021 by direct debit, compulsory
 - ICCM: £95, current invoice
 - Devon Communities Together: £50 current invoice
5. **Current procedures**
 - 5.1. Financial Regulations - adopted 6/2/18
 - 5.2. Code of Conduct – adopted 5/2/13, updated 4/9/18
 - 5.3. Publication Scheme – adopted 4/9/18.
 - 5.4. Standing Orders - adopted 1/5/18
 - 5.5. Information Security Policy - adopted 12/5/15
 - 5.6. Consent Form, Privacy Policy, and Record Retention and Disposal Procedures approved 6/11/18
 - 5.7. General Privacy Notice & Role Holders Privacy Notice approved 6/18
 - 5.8. GDPR Consent Form and Privacy Policy approved 11/18
 - 5.9. Grant Policy & Application Form approved 2/20
 - 5.10. Record Retention & Disposal Policy approved 6/11/18