LEADENHAM PARISH COUNCIL – INTERNAL POLICIES REVIEW SCHEDULE 2024

Parish Councils operate using rules and regulations, defined in the Local Government Act 1972, other Government Acts and Legislation applicable to Councils as Corporate Bodies. This document lists the policies, procedures and documents adopted by Leadenham Parish Council.

STANDING ORDERS 08/10/2024 October 2025	GENERAL POLICY	REVIEWED/ADOPTED	NEXT REVIEW
CODE OF CONDUCT 08/10/2024 October 2025 COMPLAINTS 08/10/2024 October 2025 COMMUNICATIONS 08/10/2024 October 2025 MODEL PUBLICATION SCHEME 08/10/2024 October 2025 AUDIO POLICY 08/10/2024 October 2025 CO-OPTION POLICY 08/10/2024 October 2025 BULLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SAR) 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURIT	STANDING ORDERS	08/10/2024	October 2025
CODE OF CONDUCT 08/10/2024 October 2025 COMPLAINTS 08/10/2024 October 2025 COMMUNICATIONS 08/10/2024 October 2025 MODEL PUBLICATION SCHEME 08/10/2024 October 2025 AUDIO POLICY 08/10/2024 October 2025 CO-OPTION POLICY 08/10/2024 October 2025 BULLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SAR) 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURIT			
COMPLAINTS 08/10/2024 October 2025 COMMUNICATIONS 08/10/2024 October 2025 MODEL PUBLICATION SCHEME 08/10/2024 October 2025 AUDIO POLICY 08/10/2024 October 2025 CO-OPTION POLICY 08/10/2024 October 2025 BULLLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE-CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSINE, PERSISTANT OR VEXATIOUS COMPLAINTS	FINANCIAL REGULATIONS	08/10/2024	October 2025
COMMUNICATIONS 08/10/2024 October 2025 MODEL PUBLICATION SCHEME 08/10/2024 October 2025 AUDIO POLICY 08/10/2024 October 2025 CO-OPTION POLICY 08/10/2024 October 2025 BULLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- 08/10/2024 October 2025 CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT	CODE OF CONDUCT	08/10/2024	October 2025
COMMUNICATIONS 08/10/2024 October 2025 MODEL PUBLICATION SCHEME 08/10/2024 October 2025 AUDIO POLICY 08/10/2024 October 2025 CO-OPTION POLICY 08/10/2024 October 2025 BULLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS October 2025 </td <td></td> <td></td> <td></td>			
MODEL PUBLICATION SCHEME AUDIO POLICY O8/10/2024 October 2025 CO-OPTION POLICY O8/10/2024 October 2025 BULLYING AND HARASSMENT O8/10/2024 October 2025 BULLYING AND HARASSMENT O8/10/2024 October 2025 SOCIAL MEDIA OR/10/2024 October 2025 SOCIAL MEDIA VOLUNTEER POLICY O8/10/2024 October 2025 STAFFING COMMITTEE TOR O8/10/2024 October 2025 OR/10/2024 October 2025 OR/10/2024 October 2025 OR/10/2024 October 2025 DATA PROTECTION O8/10/2024 October 2025 DATA MAP O8/10/2024 October 2025 BECORDS RETENTION OR/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE OR/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE-OR/10/2024 October 2025 OR/10/2024 October 2025	COMPLAINTS	08/10/2024	October 2025
MODEL PUBLICATION SCHEME AUDIO POLICY O8/10/2024 October 2025 CO-OPTION POLICY O8/10/2024 October 2025 BULLYING AND HARASSMENT O8/10/2024 October 2025 BULLYING AND HARASSMENT O8/10/2024 October 2025 SOCIAL MEDIA OR/10/2024 October 2025 SOCIAL MEDIA VOLUNTEER POLICY O8/10/2024 October 2025 STAFFING COMMITTEE TOR O8/10/2024 October 2025 OR/10/2024 October 2025 OR/10/2024 October 2025 OR/10/2024 October 2025 DATA PROTECTION O8/10/2024 October 2025 DATA MAP O8/10/2024 October 2025 BECORDS RETENTION OR/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE OR/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE-OR/10/2024 October 2025 OR/10/2024 October 2025			
AUDIO POLICY 08/10/2024 October 2025 CO-OPTION POLICY 08/10/2024 October 2025 BULLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE-CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	COMMUNICATIONS	08/10/2024	October 2025
AUDIO POLICY 08/10/2024 October 2025 CO-OPTION POLICY 08/10/2024 October 2025 BULLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE-CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS			
CO-OPTION POLICY 08/10/2024 October 2025 BULLYING AND HARASSMENT 08/10/2024 October 2025 EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 (SAR) 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE-CONFIRM 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION ATA FUTURE DATE ATA FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS			
BULLYING AND HARASSMENT EQUAL OPPORTUNITIES AND DIVERSITY O8/10/2024 October 2025 SOCIAL MEDIA O8/10/2024 October 2025 SOCIAL MEDIA O8/10/2024 October 2025 VOLUNTEER POLICY O8/10/2024 October 2025 STAFFING COMMITTEE TOR O8/10/2024 October 2025 GDPR POLICY O8/10/2024 October 2025 DATA PROTECTION O8/10/2024 October 2025 DATA MAP O8/10/2024 October 2025 RECORDS RETENTION O8/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE (SAR) DATA BREACH DATA BREACH PRIVACY NOTICES O8/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT O8/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS			
EQUAL OPPORTUNITIES AND DIVERSITY 08/10/2024 October 2025 SOCIAL MEDIA 08/10/2024 October 2025 VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 BOPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE (SAR) 08/10/2024 October 2025 DATA BREACH 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE-CONFIRM 08/10/2024 October 2025 ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS OMPLAINTS OCTOBER 2025			
SOCIAL MEDIA 08/10/2024 October 2025			
VOLUNTEER POLICY 08/10/2024 October 2025 STAFFING COMMITTEE TOR 08/10/2024 October 2025 08/10/2024 October 2025 GDPR POLICY 08/10/2024 October 2025 DATA PROTECTION 08/10/2024 October 2025 DATA MAP 08/10/2024 October 2025 RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE 08/10/2024 October 2025 (SAR) 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- 08/10/2024 October 2025 CONFIRM October 2025 ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS			
STAFFING COMMITTEE TOR 08/10/2024 October 2025	SOCIAL MEDIA		October 2025
08/10/2024 October 2025	VOLUNTEER POLICY	08/10/2024	October 2025
DATA PROTECTION 08/10/2024 October 2025	STAFFING COMMITTEE TOR	08/10/2024	October 2025
DATA PROTECTION DATA MAP DATA MAP RECORDS RETENTION SUBJECT ACCESS REQUEST PROCEDURE (SAR) DATA BREACH DATA BREACH PRIVACY NOTICES SECURITY COMPLIANCE CHECKLIST – RE-CONFIRM ACCESSABILITY STATEMENT ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS DAY10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS		08/10/2024	October 2025
DATA PROTECTION DATA MAP DATA MAP RECORDS RETENTION SUBJECT ACCESS REQUEST PROCEDURE (SAR) DATA BREACH DATA BREACH PRIVACY NOTICES SECURITY COMPLIANCE CHECKLIST – RE-CONFIRM ACCESSABILITY STATEMENT ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS DAY10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS			
DATA MAP RECORDS RETENTION O8/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE (SAR) DATA BREACH PRIVACY NOTICES SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS O8/10/2024 October 2025 O8/10/2024 October 2025 O8/10/2024 October 2025	GDPR POLICY	08/10/2024	October 2025
DATA MAP RECORDS RETENTION O8/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE (SAR) DATA BREACH PRIVACY NOTICES SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS O8/10/2024 October 2025 O8/10/2024 October 2025 O8/10/2024 October 2025			
RECORDS RETENTION 08/10/2024 October 2025 SUBJECT ACCESS REQUEST PROCEDURE (SAR) DATA BREACH 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 08/10/2024 October 2025 O8/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	DATA PROTECTION	08/10/2024	October 2025
SUBJECT ACCESS REQUEST PROCEDURE (SAR) DATA BREACH DATA BREACH PRIVACY NOTICES 08/10/2024 October 2025 08/10/2024 October 2025 08/10/2024 October 2025 O8/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	DATA MAP	08/10/2024	October 2025
(SAR) DATA BREACH 08/10/2024 October 2025 PRIVACY NOTICES 08/10/2024 October 2025 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 October 2025 October 2025 October 2025 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	RECORDS RETENTION	08/10/2024	October 2025
DATA BREACH PRIVACY NOTICES 08/10/2024 October 2025 08/10/2024 October 2025 08/10/2024 October 2025 O8/10/2024 October 2025 O8/10/2024 October 2025 OR/10/2024 October 2025 OR/10/2024 October 2025 OR/10/2024 October 2025 OR/10/2024 OCTOBER 2025 OCTOBER 2025 OCTOBER 2025 OCTOBER 2025 OCTOBER 2025 OCTOBER 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	SUBJECT ACCESS REQUEST PROCEDURE	08/10/2024	October 2025
PRIVACY NOTICES 08/10/2024 October 2025 08/10/2024 October 2025 SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 October 2025 October 2025 October 2025 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	(SAR)		
SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT O8/10/2024 October 2025 October 2025 October 2025 October 2025 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	DATA BREACH	08/10/2024	October 2025
SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	PRIVACY NOTICES	08/10/2024	October 2025
SECURITY COMPLIANCE CHECKLIST – RE- CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS		08/10/2024	October 2025
CONFIRM ACCESSABILITY STATEMENT 08/10/2024 October 2025 ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	SECURITY COMPLIANCE CHECKLIST – RE-		October 2025
ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	CONFIRM		
ADDITIONAL POLICIES FOR CONSIDERATION AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	ACCESSABILITY STATEMENT	08/10/2024	October 2025
AT A FUTURE DATE HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS			
HEALTH AND SAFETY ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	ADDITIONAL POLICIES FOR CONSIDERATION		
ABUSIVE, PERSISTANT OR VEXATIOUS COMPLAINTS	AT A FUTURE DATE		
COMPLAINTS	HEALTH AND SAFETY		
	ABUSIVE, PERSISTANT OR VEXATIOUS		
CIVILITY AND RESPECT	COMPLAINTS		

Proposed by Cllr M Nelstrop seconded by Cllr P Dowen and **RESOLVED** that the General policies and procedures and GDPR Policies be re-adopted. 08/10/2024 minute 12.