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| <b>Committee</b>   | <b>COUNCIL MEETING</b>              |
| <b>Date</b>        | <b>15<sup>th</sup> October 2018</b> |
| <b>Agenda Item</b> | <b>11b</b>                          |

## **Local Council Foundation award**

### **Council Resolution for Foundation Award**

The council confirms by resolution at a full council meeting that it publishes online:  
RESOLVED that:

(a) the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found of the Parish Council website:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information
10. Complaints Procedure
11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

Please note that all of the above have been approved at previous council meetings

The council also confirms by resolution at a full council meeting that it has:

(b) the following items of the Foundation Level have been achieved: A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

For details on these documents, please refer to the application form in Item 11c.

**Recommendation:** that the Council confirms that it has achieved all the requirements for the Local Council Foundation award scheme.

*Sarah Greateorex*

Sarah Greateorex Town Clerk