

Council Name: **Threapwood**
 Date of application: **03/02/2016**
 Award level applied for: **Quality**



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

Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=20
2 A Health and Safety policy	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=497 Adopted 28/09/2016
3 Its policy on equality	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=497 Adopted 28/09/2016
4 Councillor profiles	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=325
5 A community engagement policy involving two-way communication between council and community	Yes	Threapwood PC Facebook. https://www.facebook.com/pages/Threapwood-Parish-Council/521759271296988 Every meeting has Public Participation. http://www.threapwoodparishcouncil.gov.uk/?page_id=325 Adopted 28/09/2016
6 A grant awarding policy	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=497 Adopted 28/09/2016.
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	Parish Meeting are well attended. All Village Groups are Invited. http://www.threapwoodparishcouncil.gov.uk/?page_id=20

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8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	Yes	Council also agreed to hold a Community Event at 7.00pm. Prior to the next Parish Council Meeting on 30 November 2016 to consult the public on Budget Proposals for the 2017/8 financial year. For details see Budget Consultation under Finance http://www.threapwoodparishcouncil.gov.uk/?page_id=245
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Yes	Website and Facebook Every meeting has Public Participation Threapwood Times delivered to every household & on line. VDS produced. http://www.threapwoodparishcouncil.gov.uk/?page_id=313 http://www.threapwoodparishcouncil.gov.uk/?page_id=261
10 Evidence of helping the community plan for its future	Yes	Production of the VDS identified the need for Village Newsletter resulted in the Threapwood Times, now printed 3 times per year. Threapwood Community Group and Threapwood History Group were also formed as a result of the Parish Council's work on the VDS.

The council also confirms by resolution at a full council meeting that it has: (Minute page 20, Resolution 20)

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)	N/A	
12 addressed complaints received in the last year	Yes	None received
13 at least two-thirds of its councillors who stood for election	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=504
14 a printed annual report that is distributed at locations across the community	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=504 Online and delivered to every household.
15 a qualified clerk	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=504

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16 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=504
17 a formal appraisal process for all staff	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=504
18 a training policy and record for all staff and councillors	Yes	http://www.threapwoodparishcouncil.gov.uk/?page_id=504

R. Salmon
Quality Submission 2016
17/11/2016