

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.co.uk/?page_id=20
2 A Health and Safety policy	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-2-Health-and-Safety.docx Adopted 28/09/2016
3 Its policy on equality	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-3-Equal-Opportunities.docx Adopted 28/09/2016
4 Councillor profiles	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Q-4-Councillors-Profiles.pdf
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.co.uk/wp-content/uploads/2016/12/Th-Minutes-Sept-2016.pdf Threapwood PC Website http://www.threapwoodparishcouncil.co.uk/ Special events to Inform and Consult http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/01/Th-Budget-Flier-1.pdf

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6	A grant awarding policy	Yes http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Q-6-Grant-Application.pdf Adopted 28/09/2016.
7	Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes Parish Meeting are well attended by the public. All Village Groups are Invited. Issues raised in Public Participation have now been addressed by the Parish Council. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/06/Th-Minutes-Parish-May-2016...docx
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 January 2017 to consult the public on Budget Proposals for the 2017/8 financial year. For details see Budget Consultation under Finance http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/01/Th-Budget-Flier-1.pdf
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 http://www.threapwoodparishcouncil.co.uk/ https://www.facebook.com/pages/Threapwood-Parish-Council/521759271296988 Every meeting has Public Participation http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/11/Th-Agenda-November-2016.pdf Threapwood Times delivered to every household & on line. http://www.threapwoodparishcouncil.co.uk/?page_id=313 VDS produced. http://www.threapwoodparishcouncil.co.uk/?page_id=261

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		<p>Regular Consultation / Information Fliers delivered to every household. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F13-Budget-Flier.pdf</p>
10 Evidence of helping the community plan for its future	Yes	<p>Production of the VDS identified the need for Village Newsletter resulted in the Threapwood Times, both hard copy and electronic distributed on a regular basis. http://www.threapwoodparishcouncil.co.uk/?page_id=313</p> <p>Threapwood Community Group and Threapwood History Group were also formed as a result of the Parish Council's work on the VDS. http://www.threapwoodhistory.org/</p> <p>Facebook, Website, Email list, Threapwood Times and the distribution of fliers, strive to help the community.</p>

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	<p>None received. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/07/F10.-Complaints.pdf</p>
13 at least two-thirds of its councillors who stood for election	Yes	<p>http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-13-Elected.pdf</p>

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14 a printed annual report that is distributed at locations across the community	Yes	Online and delivered to every household. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/11/Q-14-.-Annual-Report-2016.docx
15 a qualified clerk	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-15-CiLCA..pdf
16 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-16-Clerks-Contract..docx
17 a formal appraisal process for all staff	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-17-Appraisal.docx The Clerk's Appraisal will be formally accepted by Council at the March 2017 meeting. See the Provisional March Agenda. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Q-17-Clerks-Appraisal-2016-17.pdf
18 a training policy and record for all staff and councillors	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-18-Training-Policy.docx http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Q-18.-Councillor-Training.pdf http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Q-18.-Training-Dates-2017.pdf

R. Salmon
 Quality Submission 2016
 13/02/2017