

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	Its standing orders and financial regulations	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F1.-Standing-Orders-January-2017.pdf http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F1.-Financial-Regulations-adopted.pdf
2	Its Code of Conduct and a link to councillors' registers of interests	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/11/F-2-Code-of-Conduct.pdf http://www.threapwoodparishcouncil.co.uk/?page_id=521
3	Its publication scheme	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/F3.-Publication-Scheme.pdf
4	Its last annual return	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F4-Audit-S1234.pdf
5	Transparent information about council payments	Yes	All transactions published on the Council Website. View Cash Book in Finance http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/01/Th-Cash-Book-2017.pdf Payments are also detailed in the Minutes http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/01/Th-Mins-January-2017.pdf
6	A calendar of all meetings including the annual meeting of electors	Yes	Published on the website under the heading Meetings http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2010/10/Meeting-Dates.docx

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7	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	http://www.threapwoodparishcouncil.co.uk/?page_id=20
8	Current agendas	Yes	http://www.threapwoodparishcouncil.co.uk/?page_id=211 All Agenda Attachments are now shown in the relevant month under the heading 'Meeting Papers' http://www.threapwoodparishcouncil.co.uk/?page_id=622
9	The budget and precept information for the current or next financial year	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/01/Th-Budget-Jan-2017-Final.pdf Recorded in the Minutes http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/01/Th-Mins-January-2017.pdf
10	Its complaints procedure	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/07/F10.-Complaints.pdf
11	Council contact details and councillor information in line with the Transparency Code	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Th-Councillors.pdf
12	Its action plan for the current year	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/F12.-Action-Plan-2016.pdf
13	Evidence of consulting the community	Yes	Production of the Village Design Statement involved considerable community consultation. http://www.threapwoodparishcouncil.co.uk/?page_id=261 All residents received an invitation to the January 2017 meeting not only to comment on the budget but any other parish matter. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F13-Budget-Flier.pdf All meetings have Public Participation. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/11/Th-Agenda-November-2016.pdf
14	Publicity advertising council activities	Yes	Threapwood Times, Online and Facebook. http://www.threapwoodparishcouncil.co.uk/?page_id=313 https://www.facebook.com/pages/Threapwood-Parish-Council/521759271296988
15	Evidence of participating in		Planning is an agenda item at every meeting.

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	town and country planning	Yes	All Threapwood planning applications are published on the Council Website & Facebook and Recorded in the Planning Register which is also online. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Th-Planning-Register-2017.pdf http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/11/Th-Planning-Register-2016.pdf https://www.facebook.com/pages/Threapwood-Parish-Council/521759271296988 http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/12/Th-Minutes-Sept-2016.pdf
16	A risk management scheme	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/10/F16.-Risk-Assessment.pdf Confirmed at July 2016 meeting http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/10/Th-Minutes-July-2016.pdf
17	A register of assets	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/Th-Assets-Register-2016.pdf Confirmed at the May 2016 meeting, also accepted with the Annual Governance Statement. http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/06/Th-Minutes-May-2016...docx
18	Contracts for all members of staff	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-16-Clerks-Contract..docx Confirmed at the September meeting 2016 http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/12/Th-Minutes-Sept-2016.pdf
19	Up-to-date insurance policies that mitigate risks to public money	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/07/F19.-Insurance.pdf
20	Disciplinary and grievance procedures	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F20.-Disciplinary-Procedure.pdf http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F20.-Grievance-Procedure.docx
21	A policy for training new staff and councillors	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/09/Q-18-Training-Policy.docx

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			Confirmed at the July 2016 meeting http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/10/Th-Minutes-July-2016.pdf
22	A record of all training undertaken by staff and councillors in the last year	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2016/10/F22.-Councillor-Training.pdf See also Clerks CPD below.
23	A clerk who has achieved 12 CPD points in the last year	Yes	http://www.threapwoodparishcouncil.co.uk/wp-content/uploads/2017/02/F-23-Clerks-CPD-points.pdf

Richard Salmon
Threapwood Foundation Submission
10/02/2017