

Local Council Award Scheme application form



<p>The Council confirms by resolution that all documentation and information is in place for a specified award</p>	<p>Does the council meet this requirement?</p> <p>Insert after council meeting on 6 October 2022</p>	<p>Hyperlink to council resolution:</p> <p>Insert after council meeting on 6 October 2022</p>
<p>Criteria</p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 Its standing orders</p>	<p>Yes</p>	<p>http://www.edfparishcouncil.org.uk/ UserFiles/Files/Standing%20Orders%20revised%2009%20June%202022.pdf</p>
<p>2 Its financial regulations</p>	<p>Yes</p>	<p>http://www.edfparishcouncil.org.uk/ UserFiles/Files/Financial-Regulations-05-March-2020.pdf</p>
<p>3 Its Code of Conduct and a link to councillors' registers of interests</p>	<p>Yes</p>	<p>http://www.edfparishcouncil.org.uk/YourCouncillors.aspx</p>
<p>4 Its publication scheme</p>	<p>Yes</p>	<p>http://www.edfparishcouncil.org.uk/ UserFiles/Files/Publication%20Scheme.pdf</p>
<p>5 Its last annual return</p>	<p>Yes</p>	<p>http://www.edfparishcouncil.org.uk/ UserFiles/Files/Notice%20of%20Conclusion%20of%20Audit%202021-22.pdf</p>
<p>6 Transparent information about council payments</p>	<p>Yes</p>	<p>Appended to each set of council minutes. Here is a sample from August 2022: http://www.edfparishcouncil.org.uk/ UserFiles/Files/ Minutes/148655-2022-08-</p>

		04_Council_Minutes.pdf
7	A calendar of all meetings including the annual meeting of electors	Yes http://www.edfparishcouncil.org.uk/UserFiles/Files/Timetable%20of%20Meetings%202022%20v2.pdf
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes http://www.edfparishcouncil.org.uk/Council_Meetings_21859.aspx http://www.edfparishcouncil.org.uk/Planning_Committee_21927.aspx http://www.edfparishcouncil.org.uk/Neighbourhood_Plan_Steering_Group_Meeting_Minutes_25681.aspx This is a link to 2020 and may need to be updated
9	Current agendas	Yes http://www.edfparishcouncil.org.uk/UserFiles/Files/Agendas/147742-2022-08-04_Council_Agenda.pdf
10	The budget and precept information for the current or next financial year	Yes http://www.edfparishcouncil.org.uk/On-Line_Library_21861.aspx
11	Its complaints procedure	Yes http://www.edfparishcouncil.org.uk/UserFiles/Files/Communications-and-Complaints-procedure-October-2020.pdf
12	Its accessibility statement	Yes http://www.edfparishcouncil.org.uk/Accessibility_Statement_32358.aspx
13	Its privacy notice	Yes http://www.edfparishcouncil.org.uk/UserFiles/Files/Policy%20-%20Information%20and%20Data%20Protection%202022.pdf
14	Council contact details and councillor information in line with the Transparency Code	Yes http://www.edfparishcouncil.org.uk/YourCouncillors.aspx

15	Its action plan for the current year	Yes	http://www.edfparishcouncil.org.uk/UserFiles/Files/PARISH%20ACTION%20PLAN.pdf
16	Evidence of consulting the community	Yes	Here is a sample set of minutes from the Annual village Meeting 2022: http://www.edfparishcouncil.org.uk/UserFiles/Files/AVM%202022%20Minutes.pdf
17	Publicity advertising council activities	Yes	http://www.edfparishcouncil.org.uk/default.aspx
18	Evidence of participating in town and country planning	Yes	http://www.edfparishcouncil.org.uk/Planning_Committee_21927.aspx

19	A risk management scheme	Y e s	Risk Management Strategy last reviewed in February 2022, to be sent by email
20	A register of assets	Y e s	http://www.edfparishcouncil.org.uk/UserFiles/Files/Asset%20Register%2031%20March%202022.pdf
21	Contracts for all members of staff	Y e s	Yes, these follow the NALC model and can be supplied by email
22	up-to-date insurance policies that mitigate risks to public money	Y e s	Yes, renewed 1 st June 2022 and can be supplied by email
23	Disciplinary and grievance procedures	Y e s	http://www.edfparishcouncil.org.uk/UserFiles/Files/Code-of-Conduct-Officers-2018.pdf http://www.edfparishcouncil.org.uk/UserFiles/Files/Communications-and-Complaints-procedure-October-2020.pdf
24	A policy for training and training and development of and councillors	Y e s	http://www.edfparishcouncil.org.uk/UserFiles/Files/Training%20and%20Development%20Policy.pdf

25	A record of all training undertaken by staff and councillors in the last year	Y e s	Yes, this can be supplied by email
26	A clerk who has achieved 12 CPD points in the last year	Y e s	A list will be supplied by email. <i>The clerk's score includes a significant amount of training in the past year, e.g. on Making Tax Digital; using the Rialtas accounting system; and setting up pensions under the Local Government Pension Scheme; all items for which there are no formally allocated CPD points. Points have been allocated on a time basis.</i>