

Council Name: Halstead Town Council

Date of application: December 2020

Award level applied for: Gold

Committee	COUNCIL MEETING
Date	14 December 2020
Agenda Item	14

To approve the application by Halstead Town Council for the Local Council Award scheme Gold level

QUALITY GOLD RESOLUTION

Council Resolution for Quality Gold Award. The Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community; 2. An annual report, online material and at least four news bulletins a year with evidence of: a) engaging with diverse groups in the community using a variety of methods; b) community engagement leading to positive outcomes for the community; c) at least four positive outcomes achieved for the community in the last six months; and a broad range of Council activities including innovative projects; d) co-operating constructively with other organisations.

The Council also confirms by resolution at a full Council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it: 3. Ensures that the Council delivers value for money; 4. Meets its duties in relation to bio-diversity and crime & disorder; 5. Provides leadership in planning for the future of the community; 6. Manages the performance of the Council as a corporate body; 7. Manages the performance of each individual staff member to achieve its business plan.

The Council also confirms that it meets the criteria for Foundation and Quality:

For Foundation Level. The council confirms by resolution at a full council meeting that it publishes online: 1. Its standing orders and financial regulations; 2. Its Code of Conduct and a link to councillors' registers of interests; 3. Its publication scheme; 4. Its last annual return; 5. Transparent information about Council payments; 6. A calendar of all meetings including the annual meeting of electors; 7. Minutes for at least one year of full Council meetings and (if relevant) all committee and

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sub-committee meetings; 8. Current agendas; 9. The budget and precept information for the current or next financial year; 10. Its complaints procedure; 11. Council contact details and councillor information in line with the Transparency Code; 12. Its action plan for the current year; 13. Evidence of consulting the community; 14. Publicity advertising Council activities; 15. Evidence of participating in town and country planning.

The Council also confirms by resolution at a full council meeting that it has: 16. A risk management policy; 17. A register of assets; 18. Contracts for all members of staff; 19. Up-to-date insurance policies that mitigate risks to public money; 20. Disciplinary and grievance procedures; 21. A policy for training new staff and councillors; 22. A record of all training undertaken by staff and councillors in the last year; 23. A clerk who has achieved 12 CPD points in the last year.

For Quality level the Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website: 1. Draft minutes of all council and committee meetings within four weeks of the last meeting; 2. A Health and Safety policy; 3. Its policy on equality; 4. Councillor profiles; 5. A community engagement policy involving two-way communication between council and community; 6. A grant awarding policy; 7. Evidence showing how electors contribute to the Annual Parish or Town Meeting; 8. An action plan and related budget responding to community engagement and setting out a timetable for action and review; 9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins; 10. Evidence of helping the community plan for its future.

The Council also confirms by resolution at a full Council meeting that it has: 11. A scheme of delegation (where relevant); 12. Addressed complaints received in the last year; 13. At least two-thirds of its councillors who stood for election; 14. A printed annual report that is distributed at locations across the community; 15. A qualified clerk; 16. A clerk employed according to nationally or locally agreed terms and conditions; 17. A formal appraisal process for all staff; 18. A training policy and record for all staff and councillors.

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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	✓	https://www.halsteadtowncouncil.org.uk/site/wp-content/uploads/2020/08/Standing-Orders-171219.pdf https://www.halsteadtowncouncil.org.uk/site/wp-content/uploads/2020/08/HTC-financial-regs-Dec-19.pdf
2 Its Code of Conduct and a link to councillors' registers of interests	✓	CODE OF CONDUCT (halsteadtowncouncil.org.uk) KM 454e-20191009180108 (halsteadtowncouncil.org.uk)
3 Its publication scheme	✓	https://www.halsteadtowncouncil.org.uk/site/wp-content/uploads/2020/08/HTC-publication-scheme-12918.pdf
4 Its last annual return	✓	Audit-2019-20.pdf (halsteadtowncouncil.org.uk) Notice-of-conclusion-of-Audit-2019-2020.pdf (halsteadtowncouncil.org.uk)
5 Transparent information about council payments	✓	In the Agendas placed on website every month there is always a clear report of payments made, and of income and expenditure, and reconciliation of all accounts. See examples here https://www.halsteadtowncouncil.org.uk/site/wp-content/uploads/2020/08/Item-7a-Finance-report-July-for-August-docx.pdf https://www.halsteadtowncouncil.org.uk/site/wp-content/uploads/2020/08/Item-7b-List-of-Payments-for-20th-August-2020.pdf

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6 A calendar of all meetings including the annual meeting of electors	✓	COMMITTEE DATES 2006/7 (halsteadtowncouncil.org.uk) Council Meetings from 2021 to 2022 Halstead Town Council
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	✓	https://www.halsteadtowncouncil.org.uk/agendas-and-minutes/minutes/
8 Current agendas	✓	https://www.halsteadtowncouncil.org.uk/agendas-and-minutes/agendas/
9 The budget and precept information for the current or next financial year	✓	Budget-and-Precept-20-21.pdf (halsteadtowncouncil.org.uk)
10 Its complaints procedure	✓	Complaints-procedure-2020.pdf (halsteadtowncouncil.org.uk)
11 Council contact details and councillor information in line with the Transparency Code	✓	Your Councillors Halstead Town Council
12 Its action plan for the current year	✓	HTC-Action-Plan-2019.pdf (halsteadtowncouncil.org.uk)
13 Evidence of consulting the community	✓	HTC-Action-Plan-2019.pdf (halsteadtowncouncil.org.uk) Coronavirus (COVID-19) Halstead Town Council News Archives Halstead Town Council Halstead-Town-Plan-2019.pdf (halsteadtowncouncil.org.uk)
14 Publicity advertising council activities	✓	Events Calendar Halstead Town Council Layout 1 (halsteadtowncouncil.org.uk) Halstead_Map.pdf (halsteadtowncouncil.org.uk)
15 Evidence of participating in town and country	✓	Agendas, Minutes & Dates Halstead Town Council

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	√	Policy-on-risk-management.-August-2020.pdf (halsteadtowncouncil.org.uk)
17 A register of assets	√	Fixed-assets-2020.pdf (halsteadtowncouncil.org.uk)
18 Contracts for all members of staff	√	
19 up-to-date insurance policies that mitigate risks to public money	√	
20 Disciplinary and grievance procedures	√	disciplinary-procedure-2020.pdf (halsteadtowncouncil.org.uk) grievance-procedures.doc-2020.pdf (halsteadtowncouncil.org.uk)
21 A policy for training new staff and councillors	√	Training-and-development-policy-2020.pdf (halsteadtowncouncil.org.uk)
22 A record of all training undertaken by staff and councillors in the last year	√	https://drive.google.com/file/d/1EEfprpKNnsRYAgrTICkm9Idp_ehOvyd-/view?usp=sharing
23 A clerk who has achieved 12 CPD points in the last year	√	

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1 Draft minutes of all council and committee meetings within four weeks of the last meeting	✓	Agendas, Minutes & Dates Halstead Town Council
2 A Health and Safety policy	✓	Health-Safety-Policy-27.10.20.pdf (halsteadtowncouncil.org.uk)
3 Its policy on equality	✓	Equality-and-Diversity-Policy-2020.pdf (halsteadtowncouncil.org.uk)
4 Councillor profiles	✓	Your Councillors Halstead Town Council
5 A community engagement policy involving two-way communication between council and community	✓	Community-engagement-strategy-2020.pdf (halsteadtowncouncil.org.uk)
6 A grant awarding policy	✓	Grant-awarding-policy-for-2020.pdf (halsteadtowncouncil.org.uk)
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	✓	DRAFT Annual Town Meeting Minutes 15 April 2019 Halstead Town Council In addition those receiving S137 grants are asked to report to the Annual Town meeting
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	✓	HTC-Action-Plan-2019.pdf (halsteadtowncouncil.org.uk)
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	✓	Annual Reports Halstead Town Council News & Events Halstead Town Council
10 Evidence of helping the community plan for its future	✓	HTC-Action-Plan-2019.pdf (halsteadtowncouncil.org.uk)

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

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1 a scheme of delegation (where relevant)	✓	Scheme-of-delegation-2020.pdf (halsteadtowncouncil.org.uk)
2 addressed complaints received in the last year	✓	https://drive.google.com/file/d/1xD6gXAMgx3QEjbc0AtbQAXf3bLlpEwLW/view
3 at least two-thirds of its councillors who stood for election	✓	Your Councillors Halstead Town Council
4 a printed annual report that is distributed at locations across the community	✓	Annual Reports Halstead Town Council Via website
5 a qualified clerk	✓	https://drive.google.com/file/d/1l4zALZH9P5Kw-vuTjW8_L6kjJF8hKHQe/view?usp=sharing
6 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	✓	
7 a formal appraisal process for all staff	✓	https://drive.google.com/file/d/1_JVxGBhBu9ty6Dk4NeevtNy4B8B-42E4/view
8 a training policy and record for all staff and councillors	✓	Training-and-development-policy-2020.pdf (halsteadtowncouncil.org.uk)

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

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1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	✓	Budget-and-Precept-20-21.pdf (halsteadtowncouncil.org.uk) https://drive.google.com/file/d/1W1Q02NR_XWrIO-lw_Hc2wUA9znOOgPZA/view?usp=sharing
2 An annual report, online material and at least four news bulletins a year with evidence of	✓	Annual Reports Halstead Town Council
a engaging with diverse groups in the community using a variety of methods	✓	<p>HTC has always acted as a coordinator to advertise meetings and events for local organisations. This information is collected into an events leaflet each year Layout 1 (halsteadtowncouncil.org.uk)</p> <p>It also advertises any events in town on its website regularly</p> <p>It liaises closely with the Halstead and District History Society, which has rent free accommodation in the Council building Museum - Halstead & District Local History Society (halsteadhistory.org.uk)</p> <p>HTC also has close links with the local churches which liaise over events in the town – Churches together</p>
b community engagement leading to positive outcomes for the		<p>HTC awards S137 funds on an annual basis to local organisations which apply for grants. As it was not possible to award any grants in 2020, HTC will award grants at double the value in 2021 Grant-awarding-policy-for-2020.pdf (halsteadtowncouncil.org.uk)</p>

community		
<p>c At least four positive outcomes achieved for the community in the last six months and a broad range of council activities including innovative projects</p>		<ul style="list-style-type: none"> • The HTC community volunteer force, providing help with shopping and prescriptions for the vulnerable throughout the pandemic and continuing as a permanent force. • The Halstead Community Fridge Trust, started by the Clerk and 3 councillors has come into its own over the months of pandemic and lockdown. It is run entirely by volunteers who collect surplus fresh food on a daily basis, and open, close and clean the fridge. Donations are received from M&S(daily), Lidl, the East of England co-op, and Tesco, as well as allotment holders and those who keep chickens. The whole community has come to rely on this wholesome supply of fresh food, mainly bread, fruit and vegetables. • Specials – Since 2018 HTC has been part of the Essex-wide programme to recruit special police officers to assist in the policing of Halstead. There are now 2 fully trained and operational specials and a third in training. This, linked with support from the Community policing team has had a significant effect on crime and disturbance in the town. From an initial meeting with community police officers where residents were hostile and angry, huge progress has been made on antisocial behaviour, drug handling, theft and speeding. HTC has installed CCTV in one car park and the sports ground to assist with this, and is planning to start a speedwatch scheme in 2021, when training will be available for local volunteers. • The use of HTC’s large spacious hall has been widened during the pandemic, changing from a venue for parties to a much valued venue for training for care home senior staff, for therapy for the disabled and adventure role play for pre-school children.
<p>d co-operating constructively with other organisations</p>		<p>HTC co-operates regularly with Essex County Council, Braintree District Council on all planning, parking and highways matters. It also works with Essex Welfare services and Community 360</p>

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Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel? Yes
1 Ensures that the council delivers value for money	√	https://drive.google.com/file/d/1oujXfboWQ2zI0mtFYjOGI7s_D6X8VQvb/view?usp=sharing
2 Meets its duties in relation to bio-diversity and crime & disorder	√	https://drive.google.com/file/d/1m0YEpaHEnWd8imeBO75GG5rAPiiN9cet/view?usp=sharing
3 Provides leadership in planning for the future of the community	√	https://drive.google.com/file/d/11DKhIN-0auufCNdAHPrr1IRiSoMjjgok/view?usp=sharing
4 Manages the performance of the council as a corporate body	√	https://drive.google.com/file/d/1_4J8YcunbyuYdojqbla0eej92K0tdWfA/view?usp=sharing

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5	Manag es the perfor mance of each individu al staff membe r to achieve its busines s plan	√ - https://drive.google.com/file/d/1B5zzk-p0mx72E1ZEXyPd5yXl4mPRZixt/view?usp=sharing
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